**Signposts for Presentations**

Signposts are words or phrases that guide the listener during a presentation. They let the listener know what has happened so far, and what is going to happen next. Below is a guide for using signposts during a presentation. It is divided into three sections: signposts for the introduction of a presentation, signposts for the middle of a presentation, and signposts for the conclusion of a presentation. The first column contains signposts for a formal presentation, and the second column contains signposts for an informal presentation.

## Signposts for the Introduction of a Presentation

|  | **Formal** | **Informal** |
| --- | --- | --- |
| Introducing yourself: | •Good morning/afternoon/evening. On behalf of (company, department, etc.), I’d like to welcome you.  My name is (name) and I am (position). | •Hi everyone, I’m (name and title). Thanks for coming. |
| Introducing the topic: | •I’m going to give you an overview of... •The focus of today’s presentation is… | •I’m going to talk to you about… •I’m going to be talking a little bit about… •I’m here today to talk to you about… |
| Outlining your presentation: | •The presentation today is divided into three parts. First, I’ll... Following that I’ll... Finally, I’ll… | •I’m going to talk about three things today. I’ll start with… Then I’ll talk a little bit about… I’ll finish with… |
| Inviting questions: | •Please don’t hesitate to interrupt me if you have any questions. | •If you have any questions during the presentation, please ask. |

## Signposts for the Middle of a Presentation

|  | **Formal** | **Informal** |
| --- | --- | --- |
| Introducing the first section of your presentation: | •I’d like to start/begin by… | •Let’s start/begin by looking at… |
| Finishing a section and starting a new one: | •Well, we’ve looked at... Now, I’d like to discuss… •Having discussed… I’d like to move on to…. | •Well, I’ve told you about… Now I’ll move on to… •Well, we’ve looked at… Now, let’s talk about… •So, that was... Now, let’s… |
| Expanding or elaborating: | •I’d like to expand on… •I’d like to elaborate on… •Let’s consider this in more detail. | •Let me tell you a little more about… •Let me give you some more details/information about... |
| Talking about earlier or later points in your presentation: | later: •I will elaborate on this later in the presentation. •I’ll provide you with a more detailed explanation later in the presentation. earlier: •To repeat what I said earlier… •As I mentioned earlier… | later: •More on this later. •I’m going to talk more about this later. earlier: •Do you remember I said...? •As I said earlier… |
| Recognizing your listeners' prior knowledge: | •As you may be aware of… •As you may know… •I know many of you are familiar with… | •You might already know that… •I’m sure a lot of you know that… •I’m sure a lot of you know about… •I’m sure a lot of you have heard… |
| Focusing audience's attention on visuals: | •May I focus your attention on the…You will notice that… •Please direct your attention to the slide/chart/etc. | •Take a look at this slide/chart/graphic etc. You can see that… •Okay, here we can see that… |

## Signposts for the Conclusion of a Presentation

|  | **Formal** | **Informal** |
| --- | --- | --- |
| Summarizing and concluding the presentation: | •Finally, let’s summarize some of the main points. •To conclude, I’d like to summarize. | •Let’s summarize/recap what we looked at today. •Finally, let’s look back at what we covered today. •So, to remind you of what we looked at today... |
| Inviting final questions: | •Does anyone have any questions or comments before we conclude today? •If you’d like me to elaborate or clarify anything we covered today, please ask. | •Does anyone have any final questions? •Okay, does anyone have any questions or comments? |
| Responding to tough questions: | a question you don’t have the answer to: •I want to answer your question completely, but I don’t have that information with me right now. Could you give me your email after the presentation so I can send you a complete response? a question you didn’t understand: •Could you repeat that, please? •Could you rephrase that, please? Let me make sure I understand you completely. Do you mean that…? | a question you don’t have the answer to: •I don’t have that information with me. Can you give me your email and I’ll send you an answer later today? a question you didn’t understand: •Could/Can you repeat that, please? •Sorry, I didn’t catch that.  •Are you saying that…? |
| Finishing and saying goodbye: | If there are no further questions, I’d like to thank you very much for your attention. If you think of any additional questions, please feel free to contact me. | Well, I think that’s about it. Thanks for listening. Please contact me later if you have any additional questions or want more information. |

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**B. SIGNPOSTING**

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| --- |
| **Outlining a presentation**  *I´m going to give you an overview of…*  *The focus of today´s presentation is…*  *The presentation today is divided into three parts. First, I´ll…, Following that, I´ll…, Finally, I´ll…*  *I´m going to talk about three things today. I´ll start with…, then I´ll talk a little bit about…, I´ll finish with…*  **Introducing a new point:**  *What I’d like to focus on first of all is…*  *Let’s start by taking a brief look at…*  *I’d like to begin by…*  **Indicating a transition:**  *Moving on to…*  *Next, we come to…*  *Now that we’ve…, I’d like to look at…*  *So that was… If we can turn now to…*  **Signposting language is also used to indicate sequences or order:**  *What I’d like to focus on* ***first******of******all*** *is… We’ll* ***then*** *turn to… And* ***lastly****, we’ll…*  ***First******of******all,*** *we have…, and* ***below******that****…,* ***then****…* ***After******that*** *comes…, followed by…* ***Next*** *is…,* ***then****…* ***Finally,*** *this brings us to…*  **Concluding your talk:**  *Let me recap what I’ve said.*  *Right, that really brings me to the end of my talk/presentation…*  *So, to sum up, ...*  *In conclusion,…* |

(adapted from *Oxford EAP*, p. 65; *Presentations in English*, p. 17)

***Task 3.*** *Complete the sentences with correct form of the following verbs.*

***CONCLUDE – DIGRESS – EXPAND – GO BACK – MOVE ON – RECAP – TURN TO***

1. I’d like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the next point if there are no further questions.
2. I’d like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ something completely different.
3. Would you like me to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a little more on that or have you understood enough?
4. I’d like to \_\_\_\_\_\_\_\_ here for a moment and just say how happy I am to be here today.
5. Let’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a moment to what we were discussing earlier.
6. I’d like to quickly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the main points of my presentation.
7. I’d like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if I may, by repeating what I said at the beginning of this presentation.

(adapted from <http://www.effective-public-speaking.com/signposting/menu.php>)