

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:	<ul style="list-style-type: none"> • Good morning/afternoon/evening. On behalf of (company, department, etc.), I'd like to welcome you. My name is (name) and I am (position). 	<ul style="list-style-type: none"> • Hi everyone, I'm (name and title). Thanks for coming.
Introducing the topic:	<ul style="list-style-type: none"> • I'm going to give you an overview of... • The focus of today's presentation is... 	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • The presentation today is divided into three parts. First, I'll... Following that I'll... Finally, I'll... 	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Please don't hesitate to interrupt me if you have any questions. 	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> •I'd like to start/begin by... 	<ul style="list-style-type: none"> •Let's start/begin by looking at...
Finishing a section and starting a new one:	<ul style="list-style-type: none"> •Well, we've looked at... Now, I'd like to discuss... •Having discussed... I'd like to move on to.... 	<ul style="list-style-type: none"> •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:	<ul style="list-style-type: none"> •I'd like to expand on... •I'd like to elaborate on... •Let's consider this in more detail. 	<ul style="list-style-type: none"> •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:	<p>later:</p> <ul style="list-style-type: none"> •I will elaborate on this later in the presentation. •I'll provide you with a more detailed explanation later in the presentation. <p>earlier:</p> <ul style="list-style-type: none"> •To repeat what I said earlier... •As I mentioned earlier... 	<p>later:</p> <ul style="list-style-type: none"> •More on this later. •I'm going to talk more about this later. <p>earlier:</p> <ul style="list-style-type: none"> •Do you remember I said...? •As I said earlier...
Recognizing your listeners' prior knowledge:	<ul style="list-style-type: none"> •As you may be aware of... •As you may know... •I know many of you are familiar with... 	<ul style="list-style-type: none"> •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:	<ul style="list-style-type: none"> •May I focus your attention on the...You will notice that... •Please direct your attention to the slide/chart/etc. 	<ul style="list-style-type: none"> •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:	<ul style="list-style-type: none"> • Finally, let's summarize some of the main points. • To conclude, I'd like to summarize. 	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Does anyone have any final questions? • Okay, does anyone have any questions or comments?
Responding to tough questions:	<p>a question you don't have the answer to:</p> <ul style="list-style-type: none"> • 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? <p>a question you didn't understand:</p> <ul style="list-style-type: none"> • Could you repeat that, please? • Could you rephrase that, please? <p>Let me make sure I understand you completely. Do you mean that...?</p>	<p>a question you don't have the answer to:</p> <ul style="list-style-type: none"> • I don't have that information with me. Can you give me your email and I'll send you an answer later today? <p>a question you didn't understand:</p> <ul style="list-style-type: none"> • Could/Can you repeat that, please? • Sorry, I didn't catch that. • Are you saying that...?
Finishing and saying goodbye:	<p>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.</p>	<p>Well, I think that's about it. Thanks for listening. Please contact me later if you have any additional questions or want more information.</p>

B. SIGNPOSTING

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>)