

## INTRODUCING YOURSELF

GOOD MORNING,  
LADIES AND GENTLEMEN.

WE HAVEN'T ALL MET BEFORE,  
SO I'D BETTER INTRODUCE  
MYSELF, I'M \_\_\_\_ FROM \_\_\_\_.

I HOPE YOU'LL EXCUSE  
MY ENGLISH. I'M A LITTLE OUT  
OF PRACTICE.

## PREPARING THE AUDIENCE

I'M GOING TO BE TALKING  
ABOUT \_\_\_\_.

I'LL START WITH \_\_\_\_ AND  
THEN MOVE ON TO \_\_\_\_;  
FINALLY, I'M GOING TO \_\_\_\_.

I THINK, IF YOU DON'T MIND  
WE'LL LEAVE QUESTIONS  
TO THE END.

## DELIVERING THE MESSAGE

FIRSTLY, ... SECONDLY ...

THIS BRINGS ME TO MY NEXT  
POINT ...

**I MUST EMPHASIZE ...**

AT THIS POINT WE  
MUST CONSIDER ...

NOW IF THERE ARE  
ANY QUESTIONS. I'LL  
BE HAPPY  
TO ANSWER THEM.

TO GO BACK  
TO MY EARLIER  
POINT ...

**FINALLY ...**

## WINDING-UP

BEFORE CLOSING I'D LIKE  
TO SUMMARIZE THE MAIN  
POINTS AGAIN.

THAT'S ALL I HAVE TO SAY  
FOR THE MOMENT ...

THANK YOU FOR LISTENING.

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