

Presentation outline

In this part you will learn how to structure your presentation and introduce its outline to the audience

1. First of all, study the expressions to be used when giving the outline.

How to introduce oneself:

Good morning, my name is...

Good morning. Let me start by saying a few words about my background.

Title/subject:

I'd like to talk to you about...

I'm going to	Brief you on Inform you about Describe explain
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The subject of my Focus topic	Talk Presentation Speech is to.....
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Length

I plan to be brief

I shall only take ... minutes of your time

My speech will only last ... minutes.

Outline/Main parts

I've divided my presentation into several parts. They are the following...

First of all/firstly...

Secondly/ then...

Thirdly/ and then we come to...

Lastly...

Questions:

Please interrupt me if there's anything that you need to clarify.

If you have any questions, please feel free to interrupt.

I'd be glad to answer any questions at the end of my presentation.

2. Now use the following expressions to give the outline of the presentation on one of the following topics:

- Your department history and structure
- History and structure of TPU
- Any subject you are currently working on