

# Signpost Expressions

Signposts expressions are signals that indicate the speaker's location and directional shifts during a presentation.

The expressions outlined below are useful when delivering presentations. It's important to remember, when we present we normally spend several hours preparing and practicing our presentation. This gives us a head start of our audience. It's the presenter's responsibility to provide the audience directional cues throughout their presentation.



## Starting the Presentation

- Good morning/afternoon/evening (everyone, ladies and gentlemen, colleagues)
- Thank you very much for inviting me to speak here today.
- I am honored to have the opportunity to share our research with you here today.
- I am happy to have this chance to speak to you (all) today about...

## Introducing your topic

- Today I'm going to talk about...
- As you can see, I'm here today to talk to you about...

## Explaining the structure of your presentation

- I've divided my presentation (workshop) into
- two/three/four/several parts.
- First, I'll explain (XXX) and then I'll move onto
- talk about...(YYY)...after that I will discuss...

## Showing respect for listener's knowledge (referring to common knowledge)

- As you may know,
- As you can see,
- As you may be aware,
- I know many of you are familiar with...
- Many of you may be familiar with...

## Transitioning from section to section

- So let me start by... explaining the background
- So I'll start with...
- Right, so first...
- Well, moving onto...
- Next I'll talk about...
- Well, what does this all mean?

- So what is the significance of this?
- OK, so what's next...
- Right, I'll introduce/share our materials and methods.
- So finally, that brings us to my last point.

### **Looking at visuals that support your presentation**

- Now let's look at...
- May I focus your attention on the table / chart/figure
- You'll notice that...
- OK, so you can see a summary of our results here...

### **To make emphasis**

- What is very significant is...
- What is important to remember...
- I'd like to emphasize the fact that...
- I'd like to stress the importance of...
- to highlight...
- to underline...
- What I tried to bring out...
- What we need to focus on...

### **Referring backwards and forwards**

- You'll remember I said...
- Just to repeat what I said earlier...
- As I mentioned earlier...
- Do you remember I said...?

### **Summarizing**

- OK, so in summary...
- What I tried to bring out...
- What we need to focus on... (summarize what you said!)
- So, where does this leave us? Well we need to:
- Perhaps we can agree that...
- The main point is that:
- I have raised the following questions:
- I have discussed the following issues impacting English language teachers in my local context: (restate x, y, and z).

### **Finishing up:**

- Thank you very much for your attention.
- Thank you for listening.
- Thank you very much. It's been a great pleasure to share my project with you. I hope I have been able to show how my project will impact how (ex: competency

levels are assessed) in (company, institution, local region, etc.) and I can get your support to implement my training project this year.

**Answering presentation questions**

- I'll be happy to answer questions...
- If you have any questions, I'll be happy to answer them.
- Does anyone have any questions?
- OK, so question time! Anyone?