



UNIVERSITY OF  
PORTSMOUTH  
ASK - ACADEMIC  
SKILLS UNIT

# Presentations: Signposting.

When speaking to an audience, we need to give them a path through our thoughts, ideas and explanations – just like an essay.

This handout provides examples of signposting your thoughts, from the introduction to the conclusion, and for interacting with your audience. They are divided into 12 sections.

## 1. The Introduction.

- I would like to start by.
- First.
- Hello and/or good morning or good afternoon, my name is.
- The topics I will be covering today are.....
- The issue I would like to investigate is.....

## 2. Setting the Agenda.

- I'd like to leave questions to the end.
- I, or we, we will take questions at the end of each section.
- We will take a break after about x minutes, or after about one hour.

## 3. Moving on to the next point.

- Secondly.
- Next.
- The next point I would like to consider is.
- I'd like to move on to.

## 4. Linking to another speaker.

- Now X will tell you about ..
- Now I will hand you over to X, who will.

## 5. Getting a reaction from an audience.

- I'd like to pose a question.
- Would anyone like to comment on?

## **6. Getting the audience to participate in an activity.**

- Now I'd like you to.
- At this point, I am going to set a task for everyone.

## **7. Getting the audience to look at something specific.**

- I'd now like to draw your attention to.

## **8. Summing up the main points.**

- I'd like to sum up the main points.
- Just to sum up.
- To recap.
- Finally.

## **9. Finishing.**

- Thank you for listening. Then you should pause before prompting for questions.

## **10. Prompting for Questions.**

- I'd now like to give some time to your questions.
- We now have time for questions.
- Please feel free to ask questions.
- I, or we, will now take questions.

## **11. Ending the Question Section.**

- There's time for one more question, or we can end there.
- Thank you. That's all we have time for.
- We now need to wind up.

## **12. Concluding the Presentation.**

- Thank you for listening.

**If you would like an ASK tutorial, please contact us.**

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Resource revised 2019.