**Formal and friendly ways of introducing yourself and the subject of your presentation.**

**For each formal sentence, choose an expression you would feel more comfortable using.**

a) Well, perhaps we should begin. ⮱ **OK, let’s get started.**

b) Good morning, ladies and gentlemen. ⮱ **Morning, everyone.**

c) On behalf of …, may I welcome you to … ⮱ **Thanks for coming.**

d) My name is … ⮱ **I’m …**

e) For those of you who don’t know me already, ⮱ **As you know, …**

f) This morning I’d like to … ⮱ **What I want to do this morning is …**

g) Perhaps we can leave any questions you may have ⮱ **And don’t worry, there’ll be plenty of time**

until the end of the presentation. **left over for questions at the end.**