# 演讲技巧 ：英语演讲开场白和结束语：正式场合与非正式场合

来源：网络 作者：风吟鸟唱 更新时间：2024-06-11

*-i will be pleased to answer any questions you may have at the end of the presentation.　　-please can you save your quest...*

-i will be pleased to answer any questions you may have at the end of the presentation.

　　-please can you save your questions till the end.

　　-if you have any questions, i will be pleased to answer them at the end of the presentation.

　　-there will be time at the end of the presentation to answer your questions-so please feel free to ask me anything then.

　　-don\'t hesitate to interrupt if you have a question.

　　-please feel free to interrupt me at any time.

　　-please stop me if you have any questions.

　　-if you need clarification on any point, you\'re welcome to ask questions at any time.

　　-can i come back to that point later?

　　-i will be coming to that point in a minute.

　　-that\'s a tricky question.

　　-we will go into details later. but just to give you an idea of...

　　-i am afraid there\'s no easy answer to that one...

　　-yes, that\'s a very good point.

　　-perhaps we could leave that point until the questions at the end of the presentation

　　-i think i said that i would answer questions at the end of the presentation---perhaps you wouldn\'t mind waiting until then.

　　-i think we have time for just one more question

　　欢迎听众(正式)

　　- welcome to our company

　　- i am pleased to be able to welcome you to our company...

　　- i\'d like to thank you for coming.

　　- may i take this opportunity of thanking you for coming

　　欢迎听众(非正式 )

　　- i\'m glad you could all get here...

　　- i\'m glad to see so many people here.

　　- it\'s great to be back here.

　　- hello again everybody. thank you for being on time/making the effort to come today.

　　- welcome to x part ii.

　　受邀请在会议上致词

　　- i am delighted/pleased/glad to have the opportunity to present/of making this presentation...

　　- i am grateful for the opportunity to present...

　　- i\'d like to thank you for inviting/asking me/giving me the chance to...

　　- good morning/afternoon/evening ladies and gentleman

　　- it\'s my pleasant duty today to...

　　- i\'ve been asked to...

　　告知演讲的话题

　　- the subject of my presentation is...

　　- i shall be speaking today about...

　　- my presentation concerns...

　　- today\'s topic is...

　　- today we are here to give a presentation on...

　　- today we are here to talk about...before we start, i\'d like you meet my team members...

　　- a brief look at today\'s agenda...(告诉听众所讲内容的先后顺序)

　　- before we start our presentation, let\'s take a brief look at the agenda...

　　- i shall be offering a brief analysis of...

　　- the main area that i intend to cover in this presentation is...

　　- take a moment and think of...

　　- thank you for giving me the opportunity to tell you about...

　　告诉听众发言的长度

　　- during the next ten minutes, i shall...

　　- i shall be speaking for about ten minutes...

　　- my presentation will last for about ten minutes...

　　- i won\'t take up more than ten minutes of your time...

　　- i don\'t intend to speak for longer than ten minutes...

　　- i know that time is short, so i intend to keep this brief

　　- i have a lot to cram in to the topic

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