# Introducing Your Presentation

Answer the questions below to gather the details you will use to introduce your presentation. Add as much space as you need. You can copy your answers from this document directly to the working draft for your Pitch Script.

**1. Introduce yourself.**
Unless you are speaking to colleagues you work with every day, begin with an introduction: “Good morning. My name is Omar Castillo, and I’m the Director of Facilities here at United.” If you are using slides, include your name and position on the title slide.

**2. State the title of your presentation.**Like all titles, titles of presentations should name the subject and purpose, such as “Replacing the HVAC System in Building 3: Findings from the Feasibility Study.” Include the title of your presentation on your title slide.”

**3. Explain the purpose of the presentation.**This explanation can be brief: ‘My purpose today is to present the results of the feasibility study carried out by the Facilities Group. As you may recall, last quarter we were charged with determining whether it would be wise to replace the HVAC system in Building 3.”

**4. State your main point.**An explicit statement can help your audience understand the rest of the presentation: “Our main finding is that the HVAC system should be replaced as soon as possible. Replacing it would cost approximately $120,000. The payback period would be 2.5 years. We recommend that we start soliciting bids now, for an installation date in the third week of November.”

**5. Provide an advance organizer.**Listeners need an advance organizer that specifically states where you are going: “First, I’d like to describe our present system, highlighting the recent problems we have experienced. Next, I’d like to …. Then, I’d like to …. Finally, I’d like to invite your questions.”