

1 Let's get started

TARTER

Work with a partner. Ask the questions below and make a note of the answers. Then tell the group what you found out and discuss.



- 1 How often do you give presentations in your job?
- 2 Who do you normally present to? (Colleagues, customers, other firms, etc.)
- 3 When was the last time you gave a presentation in English? Was it a success? If yes, why? If not, why not? Explain your answer.
- 4 How do you feel about presenting in a foreign language?
- 5 Think of an excellent (or terrible) presentation that you have attended. What made it good (or bad)?

AUDIO



1 Listen to the opening sentences of the three presentations and complete the table.

	Presentation 1	Presentation 2	Presentation 3
Presenter's name			
Presenter's position/function			
Topic of presentation			
Who is the presentation for?			

Which presentations are formal and which less formal?

2 Listen to the openings again and complete the sentences.



Presentation 1

- 1 _____, let me thank you all for being here today.
- 2 Let me _____ myself. My name is ...
- 3 I'm here today to _____ our new semi-automatic shelving system.
- 4 My talk is _____ relevant to those of you who _____ for the different parts we supply.



Presentation 2

- 5 I'm happy that so many of you could _____ today at such short _____.
- 6 As you can see on the _____, our _____ today is project documentation.
- 7 This is extremely _____ for all of us who are directly _____ in international project management, right?



Presentation 3

- 8 I'm _____ that you all have very tight _____, so I appreciate you taking the time to come here today.
- 9 As you _____ know, my name is ... I'm the new _____ manager here at Weston Ltd.
- 10 Today's topic will be very important for you as _____ since _____ your help to evaluate and select candidates for training.

3 Put the sentences from above in the correct category (a-d).

- a saying what the topic is:
- b welcoming the audience:
- c saying who you are:
- d saying why the topic is relevant for the audience:

Now put a-d in the order you would use to start a presentation.



4 Match these less formal phrases with the more formal phrases in the table.

What I want to do today is ...

I know you are all very busy ...

As you know, I'm ...

OK, shall we get started?

It's good to see you all here.

Hi, everyone.

Today I'm going to talk about ...

In my talk I'll tell you about ...

More formal	Less formal
Good afternoon, ladies and gentlemen.	1
Today I would like to ...	2
Let me just start by introducing myself. My name is ...	3
It's a pleasure to welcome you today.	4
In my presentation I would like to report on ...	5
The topic of today's presentation is ...	6
I suggest that we begin now.	7
I'm aware that you all have very tight schedules ...	8

5 Now practise the opening of a presentation. Use phrases from the box and follow the WISE flow chart.

Welcome
audience



Introduce
yourself



Say what the
topic is



Explain why audience
will be interested

OPENING A PRESENTATION

Welcoming the audience

Good morning/afternoon, ladies and gentlemen.

Hello/Hi, everyone.

First of all, let me thank you all for coming here today.

I'm happy/delighted that so many of you could make it today.

Introducing yourself

Let me introduce myself. I'm Dave Elwood from ...

For those of you who don't know me, my name's ...

As you probably know, I'm the new HR manager.

I'm head of logistics here at Air Spares.

I'm here in my function as the Head of Controlling.

Saying what your topic is

As you can see on the screen, our topic today is ...

Today's topic is ...

What I'd like to present to you today is ...

The subject of my presentation is ...

Explaining why your topic is relevant for your audience

My talk is particularly relevant to those of you/us who ...

Today's topic is of particular interest to those of you/us who ...

My/The topic is very important for you because ...

By the end of this talk you will be familiar with ...

! Remember to use words like *we*, *us*, and *our* to highlight common interest.

STRUCTURING A PRESENTATION (1)

Most formal – and many informal – presentations have three main parts and follow this simple formula:

- | | |
|--|----------------|
| 1 Tell the audience what you are going to say! | = Introduction |
| 2 Say it! | = Main part |
| 3 Tell them what you said! | = Conclusion |

There are several ways you can tell the audience what you are going to say.

would like + infinitive

Today *I'd like to tell* you about our new plans.

This morning *I'd like to bring* you up to date on our department.

going to + infinitive

I'm going to talk to you today about new developments in the R & D Department.

This afternoon *I'm going to be reporting* on the new division.

will + infinitive

I'll begin by explaining the function.

I'll start off by reviewing our progress.

After that, *I'll move* on to my next point.

will be + verb -ing

I'll be talking about our guidelines for Internet use.

During the next hour *we'll be looking* at the advantages of this system.

6 Complete sentences 1–8 with the correct form of the verb and a sentence ending from below.

you on the proposed training project

you up to date on SEKO's investment plans

you how the database works

~~you an overview of our present market position~~

at business opportunities in Asia

on our financial targets for the division

by telling you about what Jane's group is working on

about EU tax reform

- | | |
|----------|---|
| 1 give | Today I'd like to <u>give you an overview of our present market position.</u> |
| 2 show | I'll be <u>showing</u> |
| 3 talk | During the next two hours we'll be _____ |
| 4 bring | I'd like to _____ |
| 5 report | This afternoon I'm going to _____ |
| 6 update | Today I'd like to _____ |
| 7 look | This morning we'll be _____ |
| 8 begin | Today I'll _____ |