

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: 2 _____
- 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 flow chart.



THE OPENING OF 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 is ...
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.

Introducing your topic

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 ...

Saying 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 (I)

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 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 the sentences 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 give you an overview of our present market position.
- 2 show I'll be showing
- 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 _____

STRUCTURING A PRESENTATION (II)

The purpose of the introduction is not only to tell the audience who you are, what the talk is about and why it is relevant to them, you also want to tell the audience (briefly) how the talk is structured. Here are some useful phrases to talk about the structure.

I've divided my presentation into three (main) parts: x, y and z.

In my presentation I'll focus on three major issues.

First (of all), I'll be looking at ..., second ..., and third ...

I'll begin/start off by explaining ...

Then/Next/After that, I'll go on to ...

Finally, I'll offer some solutions.

! The most common way to structure a presentation is to have three main parts, and then subdivide them into (three) smaller sections.

7 Complete the gaps with the words below.

after • all • areas • divided • finally • start • then • third

1 I'll be talking to you today about the after-sales service plans we offer. I'll _____¹ by describing the various packages in detail. _____² I'll go on to show you some case studies. _____³, I'll discuss how you can choose the best plan to meet your customers' needs.

2 I've _____⁴ my talk into three main parts. First of _____⁵, I'll tell you something about the history of our company. _____⁶ that I'll describe how the company is structured and finally, I'll give you some details about our range of products and services.

3 I'd like to update you on what we've been working on over the last year. I'll focus on three main _____⁷: first, our joint venture in Asia; second, the new plant in Charleston. And _____⁸, our redevelopment project.

8 Complete the sentences with the correct prepositions.

about • at • for • into • of • on • to • with

- 1 Thank you _____ coming all this way.
- 2 I've divided my presentation _____ three parts.
- 3 First of all, I'll give you an overview _____ our financial situation.
- 4 First, we'll be looking _____ the company's sales in the last two quarters.
- 5 In the first part of my presentation I'll focus _____ the current project status.
- 6 Point one deals _____ APG's new regulations for Internet use.
- 7 Secondly, I'll talk _____ our investment in office technology.
- 8 After that I'll move on _____ the next point.



9 The project manager of a German construction company is giving a presentation to his colleagues. Put the sentences in the right order. Then listen and check.

- a This morning I'd like to update you on the current status of work at the construction site. The information I give you today should help you with planning your next steps.
- b For those of you who don't know me, my name is Gordon Selfridge. Let me just write that down for you. OK. I'm the project manager in charge of the Bak Tower building project in Dubai.
- c I've divided my presentation into three parts.
- d Hello, everyone.
- e Then I'll move on to the problems we're facing with our local suppliers.
- f First of all, let me thank you for coming here today. I'm aware that you're all busy preparing for the annual meeting this week, so I really appreciate you taking the time to be here.
- g I'll start off by showing you some photos of the building site and discussing the progress we've made since January.
- h My talk should take about 30 minutes. Please feel free to interrupt me at any time with questions.
- i I'll end with some ideas for reducing labour costs that we've been looking into.
- j Oh, and don't worry about taking notes. I'll be handing out copies of the PowerPoint slides at the end of my talk.



VOCABULARY ASSISTANT

| | |
|----------------|----------------------|
| current status | aktualny/obecny stan |
| to face | mieć do czynienia |
| progress | postęp |
| supplier | dostawca |

Now put these points in the order in which Gordon mentions them.

| | | |
|--------------------------------------|--------------------------------------|---|
| A reducing labour costs | D update on current status | G problems with local suppliers |
| B welcome & introduction | E handout after presentation | H questions during presentation OK |
| C 30 minutes for presentation | F progress made since January | I three main parts |

10 Look again at these sentences from the presentation and replace the highlighted words with words or phrases from the box below.

after that • begin • I'm • realize • responsible for • sections • turn

- 1 I'll start off by showing you ... I'll begin by showing you ...
- 2 I've divided my presentation into three parts.
- 3 For those of you who don't know me, my name is Gordon Smith.
- 4 Then I'll move on to the problems ...
- 5 I'm the project manager in charge of our Dubai building project.
- 6 I'm aware that you're all busy preparing for the annual meeting ...

ORGANIZATION

The final part of the introduction deals with the organization of the talk: how long it will last, whether there will be handouts and how questions will be handled.

Timing

My presentation will take about 20 minutes.
It should take about 30 minutes to cover these issues.

Handouts

Does everybody have a handout/brochure/report? Please take one, and pass them on.
Don't worry about taking notes. I've put all the important statistics on a handout for you.
I'll be handing out copies of the PowerPoint slides at the end of my talk.
I'll email the PowerPoint presentation to you.

Questions

There will be time for questions after my presentation.
If you have any questions, feel free to interrupt me at any time.
Feel free to ask questions at any time during my talk.

11 Match sentence parts from each column to make typical sentences from the introduction.

- | | |
|---|---|
| 1 For those of you who don't know me, | a to take notes. Everything is on the handout. |
| 2 Feel free to | b about 10 minutes. |
| 3 This won't take more | c I'm Bob Kay in charge of the software division. |
| 4 I'll be passing out | d ask questions at any time. |
| 5 This part of the presentation will take | e for questions after my talk. |
| 6 I'll start off by giving you | f an overview of our product range. |
| 7 There's no need | g handouts in a few minutes. |
| 8 There will be time | h than 20 minutes of your time. |