

1 Let's get started

STARTER

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.

