

English exercises - IAL23

Presentation Opening 1

You will find a number of ways of stating the purpose of your presentation below. Complete them using the words given.

Perhaps we should begin. Good morning, everyone. It's good to see you all here. Let me introduce myself, my name is Dwayne Jones and I am the manager of A & B firms. In this special occasion, I'd like to:

show talk take report tell

1. _____ you about the increase of our revenue this year.
2. _____ to you about the company anniversary project.
3. _____ you how to improve our productivity.
4. _____ on the results of our development project.
5. _____ a look at the problems the company encountered this year.

... so, I'll start off by:

describing giving making outlining bringing

1. _____ the characteristics of our service.
2. _____ a few observations about the new projects.
3. _____ the recent changes of consumer need.
4. _____ you an overview of our current progress.
5. _____ you in on the background of the research.

... and then I'll go on to:

discuss put highlight talk make

1. _____ the focus of our projects.
2. _____ what I consider as the major drawback of our system.
3. _____ you through our management system.
4. _____ detailed suggestions regarding of our sales strategy.
5. _____ about the influence of our production to the environment.

Presentation Opening 2

Fill in the blanks using appropriate expressions in the box.

talking to you	let's begin	I'll try to predict
feel free to stop me	there'll be time	there are some
I'd like to talk about	first of all	the end of this session
introduce	I'll focus on	discuss
come	slide	topic

1. _____, let me thank you all for being here today.
2. Let me _____ myself. My name is Leslie Moore.
3. I'm here today to _____ our new development project.
4. _____ three major points; history, advantages, and drawbacks.
5. I'm glad that so many of you could _____ today.
6. As you can see on the _____, our _____ today is how to increase our sales.
7. I'm _____ today as the leader of this project.
8. By _____, you'll know the details of our program.
9. Should you have any questions, please _____.
10. OK. If we're all here, _____.
11. Today _____ about last year company's achievement.
12. _____ for questions at the end.
13. Finally, _____ how the service can be improved in the future.
14. _____ important issues I want to go through.

Presentation Opening 3

The project manager of a software company is giving a presentation to his colleagues. Put the sentences in the right order.

	There are several issues I want to go through.
	This morning, I'd like to present the new software program we developed.
	First, I'd like to show you the preview of the software.
	OK. You all have a copy of the handout with the statistics.
	The information I give you today should help you with the planning your next ideas.
	After that I'd like to explain how this works.
	I'd like to outline the major points.
	Finally, I want to focus on some weakness that need to be dealt with.
	If you have any questions, feel free to stop me.
	I'll leave ten or fifteen minutes at the end for questions.
	This will take about twenty to thirty minutes.

Presentation Opening 4

as	at	on	by	to
on	from	by	for	off
into	about	of	at	with

1. Thank you _____ coming.
2. It's great to have John here _____ the Chinese office.
3. We shall discuss some questions _____ the end.
4. I'd like to focus _____ the six-year plan.
5. I've divided my presentation _____ three parts.
6. First of all, I'll look _____ the company's revenue in the last quarter.
7. I'd like to start _____ outlining the changes.
8. _____ at the end of this talk, I'll email the slides of presentation
9. There are handouts _____ the table.
10. First, I'll show you an overview _____ our advertising situation.
11. I'm presenting to you today _____ the head of HR Department.
12. After that, I'll talk _____ our investment plan.
13. Then, I'll move on _____ the final point.
14. The next topic deals _____ our new management system.
15. I'll start _____ by explaining the new rules.

Presentation Singposting 1

Details	up	Seems	Stands for	Overview
options	General	direction	move	Result
Point	Another	beginning	Example	overall

1. I'd now like to change _____ and discuss the solutions.
2. We have two _____. First, we can improve our navigation system or second, we can replace with another one.
3. OK. We've discussed our competitor's strength. I'd now like to _____ on to look at our own strength.
4. To recap, UN _____ United Nations.
5. That's an overview, now let's focus on the _____.
6. It _____ to me that there are not many options.
7. To _____ up, I have described the issues and provided possible solutions.
8. That's a _____ look at our plan, now let's look at the details.
9. Having given an _____, let's now turn to specific issues.
10. As a _____, not many customers are aware of it.
11. In my last _____, I mentioned that improving the employees' productivity is very urgent.
12. At the _____ of the talk, I've said that the new project needs extra funding.
13. That's an _____ look at the marketing campaign.
14. For _____, several costumers reported waiting for up to forty minutes.
15. _____ problem is, we've probably lost many costumers to other companies.

Presentation Signposting 2

Match a sentence or phrase from the table A to the table B.

Table A

1	I've discussed how we developed the project last year.
2	I want to move on now
3	We should ask ourselves
4	The new sensor system will boost the quality of production.
5	I am going to respond each comment
6	I'm sorry to say that
7	As I mentioned earlier in the discussion
8	However, the great news is that so far this year
9	Unfortunately, the total costumers who joined us last year
10	So, what's our plan for the future?

Table B

A	We have a lot of partners interested in this project.
B	I now want to turn to our project for this year
C	and review another point to this problem
D	For instance, it will help us to screen the defect accurately.
E	In turn
F	These important questions
G	80% of our costumer were not satisfied with our product.
H	We've nearly doubled our sales.
I	Was below the target
J	Well, first, over the next three years, we need to introduce some innovation.

Presentation Closing 1

Match the following two columns to form final statements.

1	I would like to finish my presentation	A	look for your choices, pick the best one, then go with it
2	Let me go back to	B	about a new branch in berlin?
3	Remember that story I told you	C	what I mentioned at the beginning of this presentation
4	To put in the words of Albert Einsten	D	don't stop questioning!
5	So, now it's	E	with an important question
6	Ok, and now let's	F	get down to work!
7	As the famous football coach John Brown said:	G	up to you

Presentation Closing 2

Complete each sentence using the verb from the box.

outline	increase	have	coming
sum	answer	remember	cover

1. To conclude, I _____ four issues related to our service management.
2. I'd like to say thank you all for _____ tonight.
3. I'd be glad to _____ your questions.
4. To sum up, we need to _____ our profit by the end this year.
5. What we must _____ is that cooperation is the key of success.
6. Well, I've _____ the issues I needed to explain today.
7. That _____ up my explanation of the current sales problems.

Signposting

Section of presentation	Signpost language
Introducing the topic	<p>The subject/topic of my talk is ...</p> <p>I'm going to talk about ...</p> <p>My topic today is...</p> <p>My talk is concerned with ...</p>
Overview (outline of presentation)	<p>I'm going to divide this talk into four parts.</p> <p>There are a number of points I'd like to make.</p> <p>Basically/ Briefly, I have three things to say.</p> <p>I'd like to begin/start by ...</p> <p>Let's begin/start by ...</p> <p>First of all, I'll...</p> <p>... and then I'll go on to ...</p> <p>Then/ Next ...</p> <p>Finally/ Lastly ...</p>
Finishing a section	<p>That's all I have to say about...</p> <p>We've looked at...</p> <p>So much for...</p>
Starting a new section	<p>Moving on now to ...</p> <p>Turning to...</p> <p>Let's turn now to ...</p> <p>The next issue/topic/area I'd like to focus on ...</p> <p>I'd like to expand/elaborate on ...</p> <p>Now we'll move on to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p>
Analysing a point and giving recommendations	<p>Where does that lead us?</p> <p>Let's consider this in more detail...</p> <p>What does this mean for...?</p> <p>Translated into real terms...</p> <p>Why is this important?</p> <p>The significance of this is...</p>
Giving examples	<p>For example,...</p> <p>A good example of this is...</p> <p>As an illustration,...</p> <p>To give you an example,...</p> <p>To illustrate this point...</p>

Summarising and concluding	<p>To sum up ...</p> <p>To summarise...</p> <p>Right, let's sum up, shall we?</p> <p>Let's summarise briefly what we've looked at...</p> <p>If I can just sum up the main points...</p> <p>Finally, let me remind you of some of the issues we've covered...</p> <p>To conclude...</p> <p>In conclusion ...</p> <p>In short ...</p> <p>So, to remind you of what I've covered in this talk, ...</p> <p>Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that</p> <p>I'd like now to recap...</p>
Paraphrasing and clarifying	<p>Simply put...</p> <p>In other words.....</p> <p>So what I'm saying is....</p> <p>To put it more simply....</p> <p>To put it another way....</p>
Invitation to discuss / ask questions	<p>I'm happy to answer any queries/ questions.</p> <p>Does anyone have any questions or comments?</p> <p>Please feel free to ask questions.</p> <p>If you would like me to elaborate on any point, please ask.</p> <p>Would you like to ask any questions?</p> <p>Any questions?</p>