

Presentation 1:

Presenter's name	Don Taylor
Presenter's position/function	head of logistics
Topic of presentation	new semi-automatic shelving system
Who is the presentation for?	people who place orders

Presentation 2:

Presenter's name	Charlotte Best
Presenter's position/function	team leader from IT
Topic of presentation	project documentation
Who is the presentation for?	people involved in international project management

Presentation 3:

Presenter's name	Susan Webster
Presenter's position/function	human resources manager
Topic of presentation	a new concept for improving in-company training and qualification programmes
Who is the presentation for?	department heads

Presentation 1 and presentation 3 are formal.

Presentation 2 is less formal.

- 1 First of all
- 2 introduce
- 3 present
- 4 particularly; place orders
- 5 make it; notice
- 6 screen; topic
- 7 important; involved

- 8 aware; schedules
- 9 probably; human resources
- 10 department heads; I'll need

Ex 4

- 1 Hi, everyone.
- 2 What I want to do today is ...
- 3 As you know, I'm ...
- 4 It's good to see you all here.
- 5 In my talk I'll tell you about...
- 6 Today I'm going to talk about ...
- 7 OK, shall we get started?
- 8 I know you are all very busy ...

Ex 6

- 2 showing you how the database works.
- 3 talking about EU tax reform.
- 4 bring you up to date on SEKO's investment plans.
- 5 report on our financial targets for the division.
- 6 update you on the proposed training project.
- 7 looking at business opportunities in Asia.
- 8 begin by telling you what Jane's group is working on.

Ex 8

- 1 for
- 2 into
- 3 of

- 4 at
- 5 on
- 6 with
- 7 about
- 8 to

Ex 9

- 1 d
- 2 f
- 3 b
- 4 a
- 5 c
- 6 g
- 7 e
- 8 i
- 9 h
- 10 j

B, D, I, F, G, A, C, H, E

Ex 11

- 1 c
- 2 d
- 3 h
- 4 g
- 5 b
- 6 f
- 7 a
- 8 e

Ex 12

- a 4
- b 3
- c 1
- d 2

- 1 You know; came across; magazines
- 2 Imagine; responsible; go about it
- 3 Did you know
- 4 asking you a question; tell you why