

## A sales presentation

**Instructions:** Use the expressions a - k to complete the script of a sales presentation.

a. In summary...
b. The aim of my talk is to...
c. First of all, ...
d. Now, if you have any questions, ...
e. Thirdly, ...
f. I'd like to move on to ...
g. Thank you for your attention.
h. Let me introduce myself...
i. In my first slide I'd like to show you ...
k. As you know, ...

Good afternoon. Please <sup>1</sup> ..... : I'm Robert Jones of SoLA Security. Every company needs to protect their property, people, equipment, money, etc. from a variety of hazards such as unsafe worker behaviors, and criminal activities. I have learnt recently that this company has over 800 workers working in 20 different buildings and factories. So, having efficient security systems is quite essential. <sup>2</sup> ..... give you some information about the services SoLA can offer you. <sup>3</sup> ..... three items in my presentation: the quality of our services, the improvement of your administration, and the special price we can offer you.

<sup>4</sup> ....., I'd like to talk about quality. These days, <sup>5</sup> ..... security is more and more important. I'm proud to say that SoLA has been trusted by government organizations and leading companies in Thailand for over 30 years. This proves that we are number one security firm in this country.

<sup>6</sup> ..... that at the moment you're working with five different companies. SoLA can offer you the whole range of services you need, all from just one company.

<sup>7</sup> ....., I know that you're currently spending over 1,000,000 baht per month on security. <sup>8</sup> .....this diagram, which shows how we can offer the same level of service for about 10% less. ...

So, <sup>9</sup> ..... my offer is a partner you can trust for your security needs, and a simpler administration with a lower price.

<sup>10</sup> ..... Now, if you have any questions, <sup>11</sup> ..... and answer them.