

## SPEAKING TEST

### Useful language for presentations:

#### 1. Explain what your presentation is about at the beginning:

I'm going to talk about ...

I'd like to talk about ...

The main focus of this presentation is ...

#### 2. Signalling Structure:

I've divided my presentation into three parts.

First, I'll talk about ... Second ... Third ...

#### 3. Introducing a Main Point:

Let me start with ...

I'd like to begin by ...

#### 4. Finishing a Point:

That's all I have to say about that ...

We've looked at ...

#### 5. Starting a New Point:

Now let's turn to / move on to ...

I'd like now to look at

#### 6. Use these expressions to order your ideas:

First of all, ...

Finally, ...

Firstly, ...

Lastly, ...

Then, ...

To sum up, ...

Secondly, ...

In conclusion, ...

Next, ...

#### 7. Use these expressions to add more ideas from the same point of view:

In addition, ...

What's more, ...

Also, ...

#### 8. To introduce the opposite point of view you can use these words and expressions:

However, ...

On the other hand, ...

## Topics:

### 1. Social Networking

- ❖ What is social networking?
- ❖ Can social networking sites be dangerous?
- ❖ What precautions would you advise people to take?
- ❖ Should the use of social networking sites be banned at work?
- ❖ Are social networking sites changing our daily behaviour?
- ❖ Is it possible to become a social networking addict?

### 2. Spanish business protocol

Prepare an informal talk about the business culture of your country or a country you know well. Use modal verbs and the list of topics and questions below to structure your talk:

- ❖ Appearance: How do men and women dress in business? Is casual dress permitted in business meetings?
- ❖ Behaviour: Do people like a lot of personal space? Do they usually stand close or far away from another person when talking to colleagues? Do staff use first or family names when addressing each other?
- ❖ Entertainment: Do businesspeople prefer to entertain guests at home or in a restaurant? What are good/bad topics of conversation? What advice can you give about gifts?
- ❖ Meetings and business practice: How important is punctuality in your culture? Is it OK to be late for a meeting? Do you have to make appointments well in advance? What is the usual time for a business lunch? How long does it last?

Time of the presentation: 3-5 minutes

Mark: 30%