

Useful Expressions 1

You can cut down the amount of thinking you have to do in a presentation by learning in advance some of the most common expressions you might need. Simple verbs like *make*, *do*, *give* and *take* are the basis of many of these.

class PRESENTATION

Complete the following extracts from a presentation using the appropriate forms of *make*, *do*, *give* and *take*. Then use the frames to record the important word partnerships.

PART 1

First of all, I'd like to (a) this opportunity to welcome you all to our new plant here in Alfortville. In a few moments you'll be (b) on a tour of the main laboratories, which will (c) you a general overview of the research we're currently (d) and you'll be able to see some of the many improvements we've (e) to the IT unit. In each department you visit this morning there will be people on hand to answer any questions you may have and to help you (f) the most of your day with us.

WORD PARTNERSHIP	TRANSLATION

PART 2

Perhaps I could just (a) a few minutes to (b) you the background to the work we're (c) in the search for an AIDS vaccine, because this is an area where we're finally starting to (d) real progress. As you know, it (e) time to get a drug through pre-clinical trials, and it's far too early to say whether we've (f) the major breakthrough we've all been hoping for. But what we have done is (g) an important step towards finding a preventive solution to AIDS.

WORD PARTNERSHIP	TRANSLATION

PART 3

I'd like to (a) a distinction here between what I call innovative and imitative research. Of course, it's the innovative companies who consistently (b) the lead in pharmaceutical research and (c) the biggest contribution to the development of new medicines. But let's not forget that improving existing drugs can (d) a difference, too. For one thing, it can make a prohibitively expensive drug affordable. It's easy to think that research is all about (e) initiatives, and (f) an impact on the world of science. But when research is your business, you can often (g) more damage to company profits by (h) a chance on something new and (i) a mess of it than by settling for (j) a good product better.

WORD PARTNERSHIP	TRANSLATION

PART 4

There's an important point that needs (a) here. While it's true that in terms of European over-the-counter sales we're (b) headway, in the Far East illegal copies of our drugs have (c) a real bite out of OTC profits. To (d) you some idea of the extent of the losses, you have only to (e) a comparison between projected and actual sales. We may have (f) a good job of protecting our patents in the West, but what action can you (g) against countries where the law virtually permits pharmaceutical piracy? Three years ago a survey was (h) and, as you might expect, China came out as the worst offender. Now, I don't want to (i) you the impression that the situation is hopeless, but I could (j) you hundreds of examples of Chinese copies of our bestselling drugs turning up all over the Far East. Believe me, we've really (k) our homework on this one, and China poses a serious commercial threat.

WORD PARTNERSHIP	TRANSLATION

Useful Expressions 2

English is full of useful fixed expressions which native speakers use all the time, almost without thinking. The ability to use some of these will make your talk sound more confident and idiomatic.

cass PRESENTATION

Complete the following extracts from a presentation using the appropriate forms of *go*, *take*, and *get*. In each extract the same verb will fill all the spaces, but different forms – *go*, *going*, *gone* – might be needed.

PART 1

OK, let's (a) down to business.

Three months ago we were well ahead of schedule on the Buenos Aires contract. Six weeks ago we'd fallen behind. Now it's (b) ridiculous! Work has virtually come to a complete halt. True, one of our suppliers let us down at the last minute. But, frankly, that's (c) nothing to do with it.

No, I'm afraid, there's no (d) away from it – we've (e) real problems here. So, let's stop wasting time. We need to (f) to the bottom of this as quickly as possible. After all, we (g) ourselves into this mess, so we ought to be able to (h) ourselves out of it

WORD PARTNERSHIP	TRANSLATION
get	

PART 2

So much for Argentina. We knew we were (a) a risk when we went over there and now it looks as though we'll just have to (b) the consequences.

Fortunately, I can report good progress in Sao Paulo. It has (c) a great deal of hard work,

but it looks as though things are finally starting to (d) shape.

To be honest, we knew there was an undersupplied market in Brazil and we were quick to (e) advantage of the situation. It'll be a year or more before we see the real benefits, but we're in no hurry. These things (f) time. And you can (g) it from me, the medium-term prospects look very good indeed. You can expect things to really start (h) off within two years

WORD PARTNERSHIP	TRANSLATION
take	

PART 3

Finally, Santiago. Well, everything was (a) fine until last quarter. But, as you know, that's when things started to (b) wrong. And, to be honest, since then things have just (c) from bad to worse.

Obviously, we've done everything we can to put things right. That (d) without saying. But there's still a long way to (e) It could take six months to get things running properly again.

Anyway, there's no (f) back now. And if we can get our act together, we might just manage it. So, I say, let's (g) for it! What have we got to lose?

WORD PARTNERSHIP	TRANSLATION
go	