

# Presentation

## *Unit 1*

Please try to answer the following after listening to the 3 presentations.

### Presentation 1

1. \_\_\_\_\_, let me thank you all for being here today.
2. Let me \_\_\_\_\_ myself. My name is ....
3. I'm here today to \_\_\_\_\_ our new semi-automatic shelving system.
4. My talk is \_\_\_\_\_ relevant to those of you who \_\_\_\_\_ for the different parts we supply.

### Presentation 2

5. I'm happy that so many of you could \_\_\_\_\_ today at such short \_\_\_\_\_.
6. As you can see on the \_\_\_\_\_, our \_\_\_\_\_ today is project documentation.
7. This is extremely \_\_\_\_\_ for all of you who are directly \_\_\_\_\_ in international project management, right?

### Presentation 3

8. I'm \_\_\_\_\_ that you all have very tight \_\_\_\_\_, so I appreciate you taking the time to come here today.
9. As you \_\_\_\_\_ know, my name is....., I'm the new \_\_\_\_\_ manager here at Weston Ltd.
10. Today's topic will be very important for you as \_\_\_\_\_ since \_\_\_\_\_ your help to evaluate and select candidates for training.

Match these formal phrases with the more formal phrases in the table.

As you know, I'm...  
 What I want to do today is...  
 I know you are all very busy...  
 Ok, shall we get started?  
 It's good to see you all here.  
 Hi, everyone.  
 Today I'm going to talk about...  
 In my talk I'll tell you about...

More formal	Less Formal
Good afternoon, ladies and gentlemen.	
Today I would like to..	
Let me just start by introducing myself. My name is...	
It's a pleasure to welcome you today.	
In my presentation I would like to report on...	
The topic of today's presentation is...	
I suggest that we begin now.	
I'm aware that you all have very tight schedules...	

Now practice the opening of a presentation. Use phrases from the box and follow the WISE flow chart.

**W**elcome  
Audience

**I**ntroduce  
yourself

**S**ay what  
the topic

**E**xplain why  
audience will  
be interested

## Opening a presentation

### Welcoming the audience

Good morning/afternoon, ladies and gentlemen.

Hello/Hi, everyone.

First of all, let me thank you all for coming here today.

Im happy/delighted that so many of you could make it today.

### Introducing yourself

Let me introduce myself. I'm Dave Elwood from...

For those of you who don't know me, my name's...

As you probably know, I'm the new HR manager.

I'm head of logistics here at Air Spares.

Im here in my function as the Head of Controlling.

### Saying what your topic is

As you can see on the screen, our topic today is ...

Today's topic is...

What I'd like to present to you today is...

The subject of my presentation is...

### Explaining why your topic is relevant for your audience

My talk is particularly relevant to those of you/us who...

Today's topic is of particular interest to those of you/us who...

My/The topic is very important for you because...

By the end of this talk you will be familiar with...



Remember to use words like **we**, **us** and **our** to highlight common interest.

## Main Parts of Presentation

1. Introduction
2. Main Part
3. Conclusion

**Would like** + infinitive

**Will**+ infinitive

**Going** to infinitive

**will be** + verb-ing

Complete sentences 1-8 with the correct form of the verb and a sentence ending from below.

you on the proposed training project

you up to date on SEKO's investment plans

you how the database works

you an overview of our present market position

at business opportunities in Asia

on our financial targets for the division

by telling you about what Jane's group is working on

about EU tax reform

1. **give** Today I'd like to \_\_\_\_\_

2. **show** I'll be \_\_\_\_\_

3. **talk** During the next two hours we'll be \_\_\_\_\_

4. **bring** I'd like to \_\_\_\_\_

5. **report** This afternoon I'm going to \_\_\_\_\_

6. **update** Today I'd like to \_\_\_\_\_

7. **look** This morning we'll be \_\_\_\_\_

8. **begin** Today I'll \_\_\_\_\_