Read the following presentations. Decide which presentation each number comes and complete the table.

Well, thank you for listening. Before I abandon you to continue ahead with your work, I want to say again that we are so happy to have you with us, and I wish you a very successful and good time here at Perkasanet's.

So, ladies and gentlemen, that completes my short introduction. The stones is a fascinating company, and I hope you'll get to know us better as you go around the plant. Cindy will be with you to show you around.

So, before I stop, let me just run over the key benefit. Firstly, flexibility. It will work anywhere. We've tried it over and over again and it works. Secondly, price. As you've seen, it will be very competitive. And finally, innovation. This really a breakthrough in the field. Now, I'll be happy to answer any questions.

That's the end of my presentation. I believe that some of you already knew something about our company. Hopefully, I've filled in some of the gaps. As you can see, we've got some hands-on experience.

Presentation	Example of presentation
The sales of presentation (to a group of customers)	
The Welcome Presentation (to a group of visitors to a plant)	
The New Idea of Presentation (to a group of managers)	
The motivation Presentation (to a new employee)	

LIVEWORKSHEETS

Match the functions with the suitable expressions in presenting report!

Welcoming your audience	I'm going to talk today about ….
Opening	Good morning, ladies and gentlemen.
Introducing your subject	Feel free to interrupt me if you have any questions.
Outlining your structure into stages	I'd like to start by telling you a sad story.
Giving instructions about questions	To start with I'll …. Then, I'll mention …. After that I'll …. Finally, I'll summarize my presentation.

LIVEWORKSHEETS