UNIT 1.3. D. LANGUAGE FOCUS

DRAG THE STEPS OF GIVING A PRESENTATION AND DROP THEM TO THE CORRECT GAPS.

Outlining the presentation

Introducing new information

Changing to a new section of the talk

Introducing yourself

Ending the presentation

Starting your aim

1. ……..

-Hello everyone, my name's Jane Smith. I'm director of Human Resources at DG Fashions.

-Good afternoon, I'm Jack Richards, sales manager of KL Corporation.

2. ……..

-My purpose today is to talk to you about our company.

-Today, I'd like to talk about our company.

-My subject today is about our new product.

3. ……..

-There are *three/ four* parts in my presentation.

First, I'll give you some basic information.

Next, I'll talk about our products.

Then, I'll discuss the reasons for our success.

Finally, I'll tell you about our advertising and marketing campaign.

4. ……..

-Here are some basic facts.

-Here are some key facts about our company.

5. ……..

-Moving on now to our mission/ research and development

-OK/Right. What about distribution system?

6. ……..

-Thank you very much for listening to my presentation/ talk. Are there any questions?

-Thanks for coming to my talk. It's time for Q and A. (Questions and Answers)

LIVEWORKSHEETS