

Name: _____

UNIT 1.3

PRESENTING YOUR COMPANY

A. VOCABULARY

Put these words in the right column. Some words can be used for both.

co-worker/ student/ manager/ colleague/ lecturer/teacher/ deal with clients/ boss/ general director/ librarian/ department head/ workplace/ sales dept./ personnel dept/research/ development/ team work/ group work/ make a presentation/ carry out a project

At work	At college	Both



C. LISTENING

Listen to the extract of a presentation and fill in the gaps.

1. My name is Sarah James, and I'm¹ to give a² presentation on the company.
2. The³ part of my presentation is about the company.....⁴ of Pizza Hut (UK). The second part⁵ at the⁶ activity of the company in the UK, and in the⁷ part I want to talk about our⁸ plans.
3. First, the structure.⁹¹⁰ with the parent company.
4. Now, let's look at our present¹¹.
5. Do you have any.....¹²?

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LANGUAGE FOCUS:

Fill in the gaps with the correct headings for the following groups of presentation language in the table.

a. Stating your aim	d. Introducing new information
b. Outlining the presentation	e. Introducing yourself
c. Changing to a new section of the talk	f. Ending the presentation

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)

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