

## 2 Listen to the openings again and complete the sentences.



### 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 us 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.

## 3 Put the sentences from above in the correct category (a-d).

- a saying what the topic is: ☐ ☐
- b welcoming the audience: ☐ ☐ ☐
- c saying who you are: ☒ ☐
- d saying why the topic is relevant for the audience: ☐ ☐ ☐

Now put a-d in the order you would use to start a presentation.

☐ ☐ ☐ ☐

