

Exercise on Business Presentation

Write in each box only the letter of the answer

1. A different way to say 'I am going to start with', is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

2. A phrase used to make people think about a question or dilemma, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

3. A very polite phrase used to welcome people to the presentation, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way

- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

4. A polite way to ask people not to interrupt during the presentation, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

5. The opposite of discuss something in depth, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

6. A polite way of introducing an important fact to the audience, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

7. A different way to say 'I am going to finish with', is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

8. A phrase used to introduce the subject of the presentation, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with

- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

9. A more professional way to say that the presentation 'has 3 different parts', is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know

10. A phrase used to express a point or opinion in a different and more understandable way, is

- a) First of all let me start by thanking you
- b) In this presentation I am going to talk to you about
- c) or to put it another way
- d) is divided into three parts
- e) To begin with
- f) give an overview
- g) And finally
- h) I would be pleased to answer them at the end of the presentation
- i) ask yourselves
- j) As you all well know