

## **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