Look at the expressions in the Useful language box and choose a suitable subheading for A, B, C, D, E and F from the box below.

USEFUL LANGUAGE

Ending the presentation - Stating your aim –

Changing to a new section of the talk - Introducing yourself-

Introducing new information- Outlining the presentation-

A _____

Hello everyone, my name's... I'm (Director of Human Resources) at ...

Good morning, I'm ..., (Director of Human Resources) at...

B _____

My purpose today is to talk to you about (our company).

Today, I'd like to talk about (our new projects).

C _____

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).

D _____

Here are some basic facts.

Here are some key facts about our company.

What you can see here is...

E _____

Moving on now to our mission.

Ok / Right. What about our (distribution system)?

Let's move on to...

F _____

Thanks very much for listening to my presentation.

Thanks for coming to my talk. Are there any questions?

Well, that's all about it. Thanks for listening. Would you like to ask any questions?

LIVEWORKSHEETS