

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'm .....<sup>1</sup> to give a .....<sup>2</sup> presentation on the company.
2. The .....<sup>3</sup> part of my presentation is about the company.....<sup>4</sup> of Pizza Hut (UK). The second part .....<sup>5</sup> at the .....<sup>6</sup> activity of the company in the UK, and in the .....<sup>7</sup> part I want to talk about our .....<sup>8</sup> plans.
3. First, the structure. ....<sup>9</sup> .....<sup>10</sup> with the parent company.
4. Now, let's look at our present .....<sup>11</sup>.
5. Do you have any.....<sup>12</sup>?

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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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