

# PRESENTING

Talk low, talk slow and don't say too much.

John Wayne, Hollywood film star

## A

What does it take to be a good presenter? **Match** the terms below.

To be a good presenter, you need...

a well-structured...	humor
thorough subject...	talk
a smart and professional...	contact
a good sense of...	appearance
good eye...	knowledge
an enthusiastic...	preparation
a strong...	language
a creative use of...	attitude
expressive body...	voice
careful...	visuals

## B

The following expressions help you to give a clear structure to a presentation. Complete them using the correct preposition.

TO	ON	OFF	OF
FOR	BACK	ABOUT	UP

1. To start , then, ...
2. To move  to my next point, ...
3. To go  to what I was saying, ...
4. To turn now  a different matter, ...
5. To say a bit more  that, ...
6. To give you an example  what I mean, ...
7. To digress  a moment, ...
8. To sum , then, ...