

Exercise 9

Look at the words and phrases in the box which could be used in a business presentation. Then put them in the correct categories.

alternatively	first of all	looking at it from another perspective	
		that said	
in other words	secondly	the first item on the agenda is	what this
		means is	
on the other hand	to begin with	to put it another way	moving
		onto	
		following on from this	

at the start of a presentation	introducing additional points

giving opposing, opposite or wider views	explaining and clarifying points