

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