



## BUSINESS ENGLISH MODULE III 3.3 Presentation rules

Let's Practise: (sample of your presentation)

Good [redacted] everyone. Today, I'm here to [redacted] to you the sales software data for our business. The data includes the number of [redacted] orders, the total [redacted] sales, the average order size, and the total number of customers.

First, let's take a look at the total number of sales orders. As of the [redacted] of this quarter, we have received a total of 3,444 orders. This is a 10% increase compared to the same period last year.

Next, let's review the total amount of [redacted]. During this quarter, we made a total of \$44,586 in sales. This is a 12% increase compared to the same period last year.

Now, let's look at the average order [redacted]. Our average order size is \$13.02. This is a 5% increase compared to the same period last year.

Finally, let's review the total number of [redacted]. We have served a total of 1,718 customers this quarter. This is a 6% increase [redacted] to the same period last year.

In [redacted], our sales software data shows that we had a successful quarter, with an increase in the number of orders, sales, average order size, and total customers.

Thank you for your time.

