

Task 1. Fill in the gaps in the sentences with the most appropriate words from the box.

**opportunity / allow me / recommend / attention / summarize /
answer any questions / suggest / highlight / covers / through**

1. Unfortunately, time won't _____ to explain all the details.
2. If I may briefly _____, we've discussed two key suggestions in this presentation.
3. I sincerely appreciate that I've had this _____ to present to you.
4. That _____ just about everything I wanted to say about innovations in our field.
5. What I would like to _____ is a phased approach to our project that can help us manage resources more effectively.
6. I'd, therefore, _____ that we carefully consider these suggestions and evaluate their potential impact on our project.
7. I'd be glad to _____ you may have.
8. Thank you for your _____ and consideration.
9. Finally, I would like to _____ one key issue.
10. I will just run _____ the key points.

Task 2. Match the sentences from column A with similar sentences from the column B.

1. Before I stop, let me go over the key issue again.	A. Consequently, it is our firm advice that...
2. I'm now approaching the end of my talk.	A. Before I conclude, allow me to revisit the main concern once more.
3. Therefore, we strongly recommend that....	B. As I near the conclusion of my presentation...
4. I sincerely appreciate that I've had this opportunity to present to you. <i>perphrase</i>	C. I regret to inform you that we are running out of time.
5. Now, I'll be happy to answer any questions you may have.	D. I am genuinely grateful for the chance to share this presentation with you.
6. I'm sorry but time is nearly up.	E. I'd like to recap the key highlights once more.
7. I'd like to run through my main points again	F. I'm open to addressing any inquiries you might have at this time.

Task 3. Choose the sentence that can be suitable for each variant to complete.

Variant 1:

"_____. In conclusion, we strongly recommend that we explore the possibilities of renewable energy sources for our project. Thank you for your attention and consideration. I am open to any questions you may have."

Variant 2:

"As I approach the end of my talk, I sincerely appreciate that I've had this opportunity to present to you. _____ we prioritize safety enhancements, implement a feedback system, and adopt a phased approach. Your questions are welcome."

Variant 3:

"Consequently, it is our firm advice that we focus on improving safety measures, implement a feedback system, and consider the potential of renewable energy sources. _____."

Variant 4:

"As our time is nearly up, let me go over the primary points again. In summary, we suggest exploring renewable energy options, enhancing safety measures, and adopting a phased project approach. _____."

Task 3. Fill in the gaps with the most appropriate preposition.

recommend / brings / have / a few / summarise / any / everything

1. We only have _____ minutes left.
2. Well, this _____ me to the end of my presentation.
3. I'd be glad to answer _____ questions you may have.
4. We'd therefore _____ that we
5. I think that's _____ I wanted to say
6. We just _____ time for a few questions.
7. Just to _____ the main points of my talk, we.....

Task 4. Fill in the gaps with the most appropriate preposition.

on / for / to / through / in / by / about

- 1) "What does this mean _____ our project's sustainability? We found out that implementing these energy-efficient solutions can significantly reduce our carbon footprint."
- 2) "That's all I wanted to say _____ our safety assessment for now."
- 3) "We found out that the bottleneck in our operations, caused _____ the uneven distribution of tasks, is hindering our productivity."

- 4) "This brings me _____ the conclusion that we need a change in our approach. Based on what we've seen today, adopting a phased project strategy is the way forward."
- 5) "Based _____ what we observed in our analysis, let me just go _____ the key findings."
- 6) "_____ my opinion, we need to reassess our approach to resource allocation."

Task 5. Choose the most appropriate phrase to fill in the gaps in the text.

Dear colleagues, **1)**_____. I appreciate your time and attention. In this engineering presentation, we've explored a range of critical topics. We began by discussing the challenges faced in our current project, then moved on to the innovative solutions we've developed. **2)**_____, so let me summarize **3)**_____.

First, we've seen the need for improved safety measures in our manufacturing process. Second, we introduced our cutting-edge automation technology, which promises increased efficiency and reduced human error. Therefore, **4)**_____ to enhance workplace safety and productivity.

5)_____, our main points are the importance of safety, the introduction of automation, and the potential benefits of these changes. **6)**_____. Your input is invaluable to us. **7)**_____.

8)_____. Thank you once again for being here, and I look forward to any feedback or inquiries you might have.