A. Vocabulary:

1. Complete the introduction to a presentation using the words below.

thanks *all* *look* *then*

finally *overview* *tell* *start*

Hello everybody, and _____ for coming today. I'll _____ with a quick _____ of my presentation. First, we're going to _____ at the reasons we've decided to install solar panels on the factory roof. _____, I'll talk briefly about the company that's going to do the work for us. And _____, we'll compare the investment costs with the money we will save. So first of _____, let me _____ you why we have made this important decision.

2. Complete the presentation using the phrases from the list.

As I said before *that brings me* *Thanks very much*

My next point *I'm here today* *Hello and welcome*

lastly *to sum up* *let's start with* *I'll come*

_____. I'm Georgio Belatoni from Green Sheen.
_____ to tell you about the advantages of using our cleaning service. We provide a professional and effective service at a reasonable price.
_____ to the question of prices at the end of this presentation.
But _____ the benefits of employing Green Sheen to clean your offices. Well, the most important advantage is the clean and healthy working atmosphere we create by using only eco-friendly products.
_____ concerns our cleaning professionals. We choose our staff carefully, and every one of them has to pass a strict training course. You'll find our cleaners are polite and friendly, and are a pleasure to have in the building.
And _____ I want to talk about your company image. By employing a green cleaning service, you will show your commitment to the environment, attract more customers and boost your sales.
So, _____ , we offer a clean, healthy environment, well-trained cleaners and an opportunity to show your eco-friendly image to all your customers.
So _____ to the end of my talk. _____ for listening. _____ I'm going to finish by giving you a few details about our prices. But before that, do you have any questions?

LIVEWORKSHEETS

B. Reading: Choose the best answer.

1, Which sentence is used to show interest?

A. Interesting!
B. That's not really my thing!
C. Was it?
D. Fantastic!

2, Which sentence is NOT used to stop small talk and start a meeting?

A. Anyway, I'd love to talk for longer but
B. Well, everyone is here now
C. It's been great hearing about it but
D. Here's the information you need

3, When do we use this sentence "I have divided my talk into 2 parts and will take about 30 minutes. Please feel free to interrupt me if you have a question."?

A. To thank your audience
B. To start your presentation.
C. To close your presentation.
D. To outline your presentation.

4, Which is NOT a way to telling the purpose of the presentation?

A. I'm here to present to you the sales performance for this quarter.
B. I'd like to talk to you about our sales report over the last month.
C. I was wondering if you could provide some support or direction?
D. I'm very pleased to present the sales report for the 3rd quarter.

5, Which sentence is formal?

A. I am pleased to present to you the new feature we have built for you.
B. Give me a call if you have any questions
C. Any question?
D. Ask me any question if you have.

C: Listening: Listen to a presentation about the advantages of going green. Then complete these following tasks. *You can listen 3 times.*

Task 1: Circle the best answer.

	Answer	
1. The presenter welcomes the audience.	Yes	No
2. The presenter presents the aim of the presentation.	Yes	No
3. The presenter outlines the talk.	Yes	No
4. The presenter gives signals before present the main points.	Yes	No
5. The presenter summarizes the presentation.	Yes	No

LIVEWORKSHEETS

Task 2: Listen to three extracts from a presentation about Xerox. Complete the missing information.

Extract 1

_____. _____ the world's largest document management company. With a turnover of nearly sixteen billion dollars the Xerox Corporation develops and markets innovative technologies with products and solutions that customers depend upon to get the best results for their business. _____ some of the key figures behind the company's success and how the company is structured. _____ Xerox around the world _____trends affecting our market and its future growth. _____, _____. So, _____, the turnover for last year was nearly sixteen billion dollars, with a final income of 978 million dollars. We operated from our headquarters in Rochester New York State in 160 countries with 55,000 employees, with over half of those in the USA. _____how the corporation is split into four divisions. First of all, there's Xerox Global Services ...

Extract 2

_____there's Xerox Innovation with five centres in the United States, Canada and Europe. Note that six percent of revenue was dedicated to search and development last year as the key part of our mission statement is, and I quote, 'to help people find better ways to do great work: OK, _____ Xerox around the world in a little more detail. _____, _____revenue by region. So about half our revenue is from the US market. Then Europe with over five billion dollars and the rest of the world with over two. _____...

Extract 3 Finally, how is the market for the document industry looking? Well, it would be unrecognisable to the people who founded the original company in 1906 and even compared to the second half of the twentieth century. More and more offices are moving from black and white printing to colour and from paper documents to electronic documents. These are clearly the future opportunities and areas of growth in what is a total market worth an estimated 112 billion dollars ... _____. I hope it's been interest.. _____?

D. Writing: Translate the following report into English.

Chào buổi chiều mọi người. Tên tôi là [add your name]. Tôi là một nhà phát triển web. Tôi ở đây để giới thiệu cho bạn tính năng mới của chúng tôi.

Bài nói của tôi sẽ tập trung vào ba phần và sẽ kéo dài khoảng ba mươi phút. Phần 1, … Phần 2 …, Phần 3 … Xin vui lòng ngắt lời tôi nếu bạn có câu hỏi.

LIVEWORKSHEETS

Hãy bắt đầu với phần 1, theo yêu cầu của bạn, chúng tôi đã thực hiện các cập nhật sau cho trang web của bạn.

Phần 2 của tôi quan tâm đến…

Cuối cùng, …

Trong bài thuyết trình này, tôi đã… Điều đó đưa chúng ta đến phần cuối của bài thuyết trình. Tôi hy vọng rằng bạn thấy nó hữu ích và nhiều thông tin. Nếu bạn có bất kỳ câu hỏi hoặc thắc mắc nào……., xin vui lòng cho tôi biết.

Tôi muốn đảm bảo rằng tôi đang cung cấp cho bạn thông tin bạn cần. Bạn có thể vui lòng lặp lại câu hỏi được không?

Tóm lại, tôi hy vọng rằng bạn thấy bài trình bày này có hấp dẫn và hữu ích.Cảm ơn vì thời gian của bạn hôm nay.

LIVEWORKSHEETS