2 Listen to the openings again and complete the sentences.

AUDIO 2

Presentation 1

1 _____ , let me thank you all for being here today.

2 Let me _____ myself. My name is ...

3 I'm here today to _____ our new semi-automatic shelving system.

4 My talk is _____ relevant to those of you who _____ for the different parts we supply.

AUDIO 3

Presentation 2

5 I'm happy that so many of you could _____ today at such short _____ .

6 As you can see on the _____ , our _____ today is project documentation.

7 This is extremely _____ for all of us who are directly _____ in international project management, right?

AUDIO 4

Presentation 3

8 I'm _____ that you all have very tight _____ , so I appreciate you taking the time to come here today.

9 As you _____ know, my name is ... . I'm the new _____ manager here at Weston Ltd.

10 Today's topic will be very important for you as _____ since _____ your help to evaluate and select candidates for training.

3 Put the sentences from above in the correct category (a–d).

a saying what the topic is: ☐ ☐

b welcoming the audience: ☐ ☐ ☐

c saying who you are: 2 ☐

d saying why the topic is relevant for the audience: ☐ ☐ ☐

Now put a–d in the order you would use to start a presentation.

☐ ☐ ☐ ☐



LIVEWORKSHEETS