

TASK 1

1. Connect right **terms** to their **meanings**

to aim	to take smth. that is offered
to accept	to intend or plan to do smth.
to allocate	to tease smb. by letting the person see, but not have, sth. that is desirable
to convince	to state that smth. is better, worse, larger, more common, or more important than is true or usual
to exaggerate	to persuade smth. to believe or do smth.
to tantalize	to give smth. or to set smth. aside for a person or purpose
to gain	to persuade or influence smth. to believe or do smth.
to sway	to obtain smth. or the benefit of smth. through effort or skill

2. Write out **extra words**

1. make available, withdraw, deliver, provide, offer, arrange for, run, be responsible for, afford (formal);
2. persuade, encourage, coax, influence, convince, dissuade, sway, plead with, induce, prevail upon, motivate;
3. include, involve, contain, take in, exclude, comprise, consist of, encompass;
4. offer, propose, withdraw, pose, suggest, recommend, put forward, propound, submit, extend, advance, move;
5. digest, assimilate, absorb, take in, ignore, take on board, grasp, process;

3. Fill in the gaps with prepositions **by**.

of, in, for, up, with

1. PowerPoint presentations usually begin ... a title slide that may contain the name or the topic ... the presentation and sometimes will contain the name(s) ... the presenter(s).
2. The title slide is followed ... content slides that contain information usually ... the form ... text (often ... the form ... a bulleted list and sometimes graphics).
3. Examples ... graphics that may be included in a PowerPoint presentation include charts, graphs, diagrams, screenshots, photos, movies and animations.
4. A final slide or group ... slides is sometimes included to wrap the presentation, ... example "Conclusions," "References" or a slide ... the text "Questions?"

4. Type in missing letters

The most common method of making a presentation is to save it as a Powerpoint file. A Powerpoint file can be viewed on any system with Powerpoint or a Powerpoint reader application. The presentation then advances to the next slide whenever the spacebar, or mouse button is pressed. Alternatively, the slides can be made to advance automatically. This is the most widely used presentation format for Powerpoint.

5. Guess the **missing** word

1. to **emphasize** something; to **draw attention** to something, or make something particularly **prominent** or **noticeable** _____
2. to **manage** to do the **what** is **planned** or **attempted**; to **realize** a goal; to **do** **well** in **activity** _____
3. to **indicate** something **officially**; to **express** something in **spoken** or **written** **words** _____
4. to **wait for**, or **look forward to**, something that is **believed** to be **going to** **happen** or **arrive** _____
5. to **give** the **main points** of **an** **argument** or **plan** _____
6. to **give** **somebody** or **something** **power**, **permission** to **do** something or **be** **somehow** _____
7. to **keep** **away** from **somebody** or **something** _____

TASK 2

1. Write out **extra words**

1. influence, impress, effect, bearing, power, emphasize control, sway, impact;
2. learn by heart, forget, learn, commit to memory, remember, memorize;
3. dispersed, concentrated, spread, disseminated, distributed, circulated, scattered;
4. decide, reach agreement, disagree, come to an agreement, come to an understanding, settle, reach a decision, approve;
5. end, close, finish, start, terminate, conclude, finish off, wrap up, call a halt;
6. suspect, bear in mind, take into consideration, disregard, count, consider;
7. classify, recognize, find, categorize, detect, neglect, ascertain (formal), formalize, identify.

2 Connect right **terms** to their **meanings**

to remedy	to continue with a course or action
to emphasize	to reduce the quality, value, or importance of smth by taking smth. away from it
to correspond	to reach or extend over or across smth.
to proceed	to put smth. right
to apply	to be similar or equivalent
to spin	to make use of smth. to achieve a result
to detract	to stress or give importance to smth.

3. Fill in the gaps with prepositions **of, in**

- [illegible]

4. Type in missing letter

- [illegible]

5. Match the **questions** with the **answer**

[illegible]

TASK

1 Infinite set, not countable

1. debut, launch, introduction, unveiling, disclosure, presentation, appearance, image display, visual(s), rehearsal, performance, demonstration, production;
2. engage, hold, keep, absorb, repel, charm, attract, draw;
3. respond, react, act in response, ignore, take notice, comment, act, act on;
4. signpost, flag, mark, conceal, indicate, label, designate, point out;
5. select, choose, top quality, first-rate, inferior, first-class, excellent, handicapped;
6. rehearsal, practice, preparation, performance, trial, run through, duration, run.

2. Connect right **terms** to their **meanings**

to adapt	to give a talk to the audience; to carry smth. to smth.
to deliver	to change smth. to suit different conditions or purposes
to create	having knowledge of smth. from having observed it it been about it
to maintain	to give details about smth.
aware	to bring something into existence
to explain	to obtain the benefit of smth. through effort or skill
to link	to ensure that a website, a piece of software, or smth. similar is kept up-to-date and in good order for the benefit of users
to mean	to connect, join, or associate smth. and smth. with another

3. Fill in the gaps with preposition **with**.

across, for, into, at, along about

- [illegible]

4. Put the sentences into the right order

Don't worry if you can't answer a question. If someone asks you a question you cannot immediately answer say that you need a little time to think and that you will get back to them later. Alternatively, say you do not know and ask the audience

Also, avoid making them so vague as to make discussion very difficult or so specific as to halt rather than trigger discussion.

5. Guess the word (prevent, establish, achieve, succeed, comprehend, require)

1. to see, read, or hear smth. and understand it fully - _____
2. to win or to be successful, especially in spite of obstacles - _____
3. to cause smth. to be recognized, to place smth. permanently - _____
4. to accomplish a task, especially one requiring care or skill - _____
5. to succeed in preventing or avoiding something by acting in advance - _____
6. to be in need of smth. or smb. for a purpose - _____