BUSINESS PRESENTATION

1. Introduction

a) Are you a good public speaker? Why or why not?

b) What can you do to relax while giving a presentation or speech?

2. Vocabulary

3. Matching -up exercise: Fill in the boxes with the correct words:

Present	**Thank**	**End**	**Amount of**	**Size**
Customers	**Sales x 2**	**Conclusion**	**Compared**	**Morning**

Good _____ everyone. I'd like to _____ you all for being here.

Today I am here to _____ you the latest sales data report.

The data includes the number of _____ orders, the total _____ sales, the average order size, and the total number of customers.

First, let's take a look of how many orders we received in the first quarter since we launched our product / service. As of the _____ of this quarter, we have received a total of 3,444 orders. This is a 10% increase compared to the same period last year. This is a good start but we can do much better.

Next, let's review the total amount of _____ . 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 _____ . 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 _____ . We have served a total of 1,718 customers this quarter. This is a 6% increase _____ to the same period last year.

In _____ , 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.

LIVEWORKSHEETS

4. Discussion questions

Giving Presentations

1. Do you need to give presentations for your job?
2. Does giving a presentation make you nervous?
3. Why do people fear public speaking?
4. What are some tips for delivering an effective presentation?
5. What are some things you should NOT do when giving a presentation?
6. What is the best way to prep for a presentation?
7. What are some ways to make a presentation more interesting?
8. What do you think when you hear the word 'presentation'?
9. Do you like making presentations? Why / Why not?
10. What do you think of PowerPoint? Are you good at using it?
11. Is it better to give a presentation to five people or thirty? Why?
12. What kind of slides are best – those with pictures or those with words?

Sales and Marketing

1. Have you ever worked in sales or marketing? Would you like to?
2. What is the difference between sales and marketing?
3. How good of a salesperson are you? Explain.
4. What are your best tips for making sales?
5. Would you accept a job where the pay is based on commission?
6. What are the personal characteristics of a good salesman?
7. How does your company market its products or services?

LIVEWORKSHEETS