

## Worksheet Unit 1 Presentation Vocabulary

Fill in the blanks with the correct vocabulary word

outline • handouts • ado • update • address • field • trends • recap • highlight • wrap •  
background • illustrate • layman's terms • jargon • take the floor • aim

1. Let me start by giving you an \_\_\_\_\_ of today's presentation.  
(A brief, introductory summary.)
2. There should be some notes, in the form of some \_\_\_\_\_, that I have placed on your seats to help you follow today's presentation. (Printed information.)
3. Without further \_\_\_\_\_, let's get started! (With no delay or hesitation.)
4. I have been asked to come here today to \_\_\_\_\_ you all on the company's financial state. (Latest information.)
5. During today's lecture, we shall \_\_\_\_\_ the subject of diversity in the workplace.  
(Examine.)
6. At the end of the presentation, I shall be more than happy to \_\_\_\_\_ questions on the subject. (Accept.)
7. Today we will look at current \_\_\_\_\_ in the technology markets. (Developments.)
8. At the end of the talk, I will \_\_\_\_\_ all we have looked at. (Give a summary.)
9. The whole point of this presentation is to \_\_\_\_\_ the importance of the customer feedback software that we have deployed on our company website.  
(Emphasize or make noticeable.)
10. OK, I don't think I have anything left to tell you. That's a \_\_\_\_\_!  
(We are finished.)

11. I am going to spend the first five minutes giving you some \_\_\_\_\_ as to why these devices became so popular in the early noughties. *(Context and history.)*
12. To \_\_\_\_\_ this point, I have compiled this chart to show the differences in our sales records over the past 5 years. *(To clarify, make simple to understand, to prove.)*
13. In this part of the operation, we need to use an acoustic device of a relatively simple design deployed for auscultation and cardiovascular detection. Or, in \_\_\_\_\_, a stethoscope. *(Simple language.)*
14. We will be looking at some very technical areas during the presentation but I will try and limit the use of \_\_\_\_\_ to avoid any confusion among you. *(Technical language.)*
15. Terry will now \_\_\_\_\_ and give you all the information you need to be able to use the software easily and without any issues. *(Start to speak, take control of the presentation.)*
16. The \_\_\_\_\_ of this presentation is to brief you on how to use the latest reporting software. *(The objective.)*