

Expressions for Communicative Presentations

Complete each presentation expression by choosing the best answer (A, B, C, D, E, or F) **according to the handout** *Expressions for Communicative Presentations*. **For Live Worksheets, write the complete word or phrase; do NOT write the letter of the correct answer in the text box.** All expressions are taken from the presentation phrase bank of the handout.

PART A – STARTING A PRESENTATION

1. May I have your _____, please?

- A. concentration
- B. hearing
- C. attention
- D. focus
- E. interest
- F. notice

2. Shall we _____?

- A. continue
- B. beginning
- C. opening
- D. start
- E. proceeds
- F. launch

3. I am going to take 10 minutes of your time to _____.

- A. discussion
- B. report
- C. explanation
- D. speaking
- E. present
- F. describing

4. You are probably familiar with ..., but did you _____ that ...?

- A. hear
- B. realize
- C. discover
- D. know
- E. determine
- F. notice

5. Well, that's exactly what I am going to tell you _____.

- A. around
- B. for
- C. over
- D. upon
- E. concerning
- F. about

6. Are you _____ that ...?

- A. conscious
- B. aware
- C. familiarized
- D. understanding
- E. informed
- F. knowing

7. Do you have any _____ what / where / why / how ...?

- A. thinking
- B. concept
- C. suggestion
- D. information
- E. idea
- F. fact

8. I would like to give you some _____ about ...

- A. explanations
- B. detail
- C. comments
- D. information
- E. records
- F. reports

9. The aim of this presentation is _____.

- A. for
- B. at
- C. with
- D. toward
- E. of
- F. to

10. That will be the _____ of my talk.

- A. object
- B. target
- C. purpose
- D. reason
- E. intention
- F. destination

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PART B – ANNOUNCING THE STRUCTURE

11. I will _____ tell you about ...

- A. primary
- B. first
- C. one
- D. firstly
- E. lead
- F. opening

12. First of all, I _____ ...

- A. would
- B. can
- C. shall
- D. am
- E. will
- F. have

13. Secondly, I will _____ ...

- A. mention
- B. mentions
- C. mentioning
- D. mentioned
- E. mentions to
- F. have mentioned

14. Then, I will give you some _____ on ...

- A. notes
- B. details
- C. examples
- D. remarks
- E. descriptions
- F. demonstrations

15. Afterwards, I will say a few words _____ ...

- A. in
- B. over
- C. by
- D. abouting
- E. on
- F. through

16. Last but not _____, I will focus on ...

- A. final
- B. latest
- C. least
- D. ending
- E. minor
- F. lower

17. To begin _____ ...

- A. toward
- B. at
- C. from
- D. with
- E. by means of
- F. through

18. _____, I will discuss customer expectations.

- A. However
- B. Besides
- C. Next
- D. Although
- E. Therefore
- F. Consequently

19. Before going any _____, let me tell you that ...

- A. deeper
- B. longer
- C. farther
- D. ahead
- E. future
- F. further

20. I will mention that in detail _____ on.

- A. afterward
- B. after
- C. further
- D. later
- E. nextly
- F. eventually

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PART C – ORGANISING IDEAS

21. At this point, I would like to

_____ ...

- A. display
- B. show
- C. indicate
- D. present
- E. speaking
- F. describe to

22. Let me now _____ you about

...

- A. discuss
- B. tell
- C. explain to
- D. inform to
- E. talking
- F. communicate

23. Let's now _____ this issue.

- A. forget
- B. avoid
- C. consider
- D. abandon
- E. remove
- F. overlook

24. I will say a few _____ on ...

- A. speeches
- B. talks
- C. expressions
- D. sentences
- E. words
- F. discussions

25. Besides, it is _____ that ...

- A. doubtful
- B. visible
- C. possible
- D. obvious
- E. uncertain
- F. debatable

26. On top of that, you must
_____ that ...

- A. state
- B. assume
- C. conclude
- D. accept
- E. argue
- F. admit

27. Moreover, I would like to
_____ that ...

- A. bring
- B. include
- C. add
- D. contribute
- E. enter
- F. connect

28. Just one more _____ ...

- A. issue
- B. fact
- C. point
- D. subject
- E. thing
- F. topic

29. However, we should not
_____ that ...

- A. understand
- B. realise
- C. forget
- D. mention
- E. state
- F. assume

30. On the other hand, let's not
_____ ...

- A. admit to
- B. forget that
- C. support
- D. explain to
- E. prove to
- F. stress about

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PART D – PRESENTING FACTS

31. Last of _____ ...

- A. all
- B. everything
- C. everyone
- D. them
- E. those
- F. entire

32. In the _____ ...

- A. close
- B. ending
- C. conclusioning
- D. finish
- E. result
- F. end

33. As you all _____ ...

- A. realise
- B. understand
- C. know
- D. admit
- E. remembering
- F. notice

34. It is _____ that ...

- A. obvious
- B. visible
- C. clear
- D. noticeable
- E. apparented
- F. recognized

35. _____, the figures demonstrate substantial growth.

- A. Frequently
- B. Usually
- C. Probably
- D. Obviously
- E. Occasionally
- F. Happily

36. You must _____ that ...

- A. understand
- B. admit
- C. know
- D. consider
- E. remark
- F. estimate

37. Needless to _____ ...

- A. mention
- B. discuss
- C. explain
- D. tell
- E. state
- F. say

38. The key to _____ is ...

- A. succeed
- B. successfulness
- C. succeeding
- D. successful
- E. succeeded
- F. succeeds

39. Did you _____ that ...?

- A. knew
- B. knowing
- C. know
- D. learned
- E. heard
- F. discovered

40. I bet you don't _____ that ...

- A. realize it
- B. know
- C. aware
- D. learn
- E. understand it
- F. determine

41. You will be surprised to _____ that ...

- A. find
- B. look
- C. read
- D. hear
- E. note
- F. observe

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42. I can assure you _____ ...

- A. this
- B. what
- C. which
- D. because
- E. that
- F. whether

43. There is no _____ that ...

- A. possibility
- B. issue
- C. concern
- D. doubt
- E. probability
- F. objection

44. It is striking to _____ that ...

- A. understand
- B. know
- C. recognize
- D. realize
- E. observe it
- F. admit to

45. Another striking _____ to be noticed is ...

- A. result
- B. fact
- C. characteristic
- D. difference
- E. outcome
- F. contrastive

47. It should be _____ that ...

- A. notably
- B. realized
- C. stressed
- D. reviewed
- E. demonstrated
- F. explained

48. I would like to draw your _____ to ...

- A. interest
- B. eyes
- C. concentration
- D. focus
- E. attention
- F. mind

49. I would like you to pay _____ to ...

- A. care
- B. focus
- C. attention
- D. regard
- E. concentration
- F. observation

50. I would like to _____ one particular point.

- A. point out
- B. discuss
- C. repeat
- D. indicate
- E. stress
- F. comment on

PART E – DRAWING ATTENTION

46. At first _____, there seems to be ..., but in fact ...

- A. glancing
- B. look
- C. sight
- D. view
- E. appearance
- F. watch

PART F – EXPLAINING AND DEFINING

51. In other _____ ...

- A. terms
- B. speeches
- C. expressions
- D. words
- E. declarations
- F. formulations

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52. That is to _____ ...

- A. explain
- B. mean
- C. tell
- D. indicate
- E. say
- F. mention

53. Which _____ that ...

- A. explains
- B. tells
- C. means
- D. states
- E. notes
- F. proves

54. Let me _____.

- A. define
- B. clarify
- C. demonstrate
- D. specify
- E. illustrate
- F. explain

55. As a matter of _____ ...

- A. truth
- B. reality
- C. information
- D. fact
- E. certainty
- F. evidence

56. Let me say that _____.

- A. over
- B. once
- C. anew
- D. back

E. once more

F. again

57. It is _____ as ...

- A. called
- B. named
- C. referred
- D. known
- E. classified
- F. listed

58. This is the procedure _____ ...

- A. where
- B. which
- C. whereby
- D. when
- E. whose
- F. there

PART G – ILLUSTRATING & CONCLUDING

59. Let me give you an example to make things

_____.

- A. visible
- B. obvious
- C. simple
- D. understandable
- E. clear
- F. explicit

60. Thank you for your _____.

- A. listening
- B. attendance
- C. cooperation
- D. patience
- E. participation
- F. attention

PART H – ADVANCED CLOZE SECTION

Complete the Presentation Expression

For Live Worksheets, write the missing word(s) exactly as they appear in the presentation handout.
There are some hints at the end!!

61. You are probably not familiar _____. Did you know _____?

62. Well, that's exactly what I intend to tell you _____.

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63. I will start by telling you _____ ...
64. Afterwards, I will give you some information _____ ...
65. Without going into detail, let me just _____ you that ...
66. At this point, I would like to insist _____ ...
67. Let's now _____ ...
68. Moreover, I would like to add _____ ...
69. However, we should not forget _____ ...
70. As you have probably _____, ...
71. Needless to _____, ...
72. The key to _____ is ...
73. I suppose you are wondering why; well, let me _____ you that ...
74. I can hardly _____ that ...
75. One striking _____ of this project is ...
76. You will agree _____ me that ...
77. At first sight, there seems to be _____, but in fact ...
78. I would like to draw your attention _____ ...
79. I would like to focus on the fact _____ ...
80. _____ other words, ...
81. What I _____ is that ...
82. Let me explain the _____ why ...
83. This is the system thanks _____ which ...
84. This is the place _____ ...
85. This is the procedure _____ ...
86. This is what to do _____ ...
87. Let me give you an example to make things _____.
88. As I _____ before, ...

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89. I would like to remind you _____ ...
90. Let's not forget _____ ...
91. As shown on the visual, you will notice _____ ...
92. As illustrated by the _____, ...
93. As represented on the transparency, _____ ...
94. Is that clear _____?
95. Do you follow _____?
96. I would like to conclude by _____ that ...
97. In conclusion, let me remind you _____ ...
98. To conclude, I would like to insist on the _____ that ...
99. All things _____, ...
100. I am now ready to answer your questions, if you have _____.

In case you need help with questions 61 – 100, here are some possible answer choices:

about any as aspect believe clear consider(ed) diagram examine
fact feature in me mean noun on realized reason remind
said mentioned say saying telling you so far tell that to
V-ing succeeding when in order to where whereby with