

1. Cross out the word which doesn't normally go with the key word

A SPEECH -	to make	to do	to deliver	to rehearse
SPEAKER -	a visiting	a publicity	a keynote	a guest
AUDIENCE -	a responsive	an enthusiastic	a hostile	an accurate
TALK -	a session	a pep	a team	a sales
QUESTIONS -	to invite	to arise	to fire	to deal with
A CONFERENCE -	to go to	to hold	to delegate	to attend

2. Complete the sentences with the correct form of a collocation from exercise 1

1. _____ his _____ for three days before the conference had greatly boosted his self-confidence.
2. The task of _____ is to introduce the main theme of a conference and give the main talk.
3. Just because people didn't clap frantically does not mean that you had _____.
4. The aim of _____ is to encourage and energise the audience.
5. The audience had been rather quiet, so I didn't expect them _____ at me at the end of my talk.
6. We are glad to announce that our next _____ will be _____ in May.

3. Underline the odd one out in each group

1	VISUALS	AUDIENCE	AIDS	SLIDE
2	EXPLANATION	CLICHÉ	CATCHPHRASE	METAPHOR
3	SIMPLIFY	EXPLAIN	CONCLUDE	REPHRASE
4	SUMMARISE	OUTLINE	RECAP	ELABORATE
5	EXPRESS	RESPOND	CONVEY	COMMUNICATE
6	PROGRAMME	PLAN	NETWORK	SCHEDULE
7	INCOHERENT	UNINTELLIGIBLE	UNEMOTIONAL	INCOMPREHENSIBLE
8	A GAFFE	AN ALLUSION	A FAUX PAS	A BOOB

4. Translate into English

Stav se u mě v kanceláři!
Připravít půdu pro převzetí
V sázce je mnoho
zvláštní shoda náhod
závazky vůči zaměstnavateli
za pět minut máte začít.
dát se špatnou cestou
narážet na složité obraty

5. Find words that fit the definitions

- stress induced by reception of more than is necessary to make a decision or that can be understood in the time available
- the newest, most advanced stage in technology
- a strategy where a company is operating all around the world but adapts its products or services and its manufacturing methods to make them suitable for local conditions
- a group of 37 developing countries with high levels of poverty and debt overhand which are eligible for special assistance from the IMF and the World Bank
- the amount of st that a person, machine, organization or industry produces
- the total value of a country's goods and services that a country produces in a year
- goods or services that are sold to another country through another company or an export agent
- use or exploit a plentiful resource for your benefit
- time necessary to absorb some information
- to make the rules that apply to trade less strict, to make it easier for more people to take part
- the practice of letting poor countries not pay back what they owe to rich countries
- an abbreviation consisting of letters that form a word
- an official reduction in the value of a country's money

6. Match each item on the left with an item on the right

- | | |
|--|---|
| 1 Jim’s behaviour is a complete mystery to us | a) Why don’t we tap into the expertise that exists locally? |
| 2 Make sure you avoid talking politics | b) We all suffered from information overload afterwards. |
| 3) The talk was crammed full of facts | c) We’ve never been able to figure him out. |
| 4) It may not be necessary to fly in another specialist. | d) This could set the stage for bitter arguments. |

7. Presentations – complete the text with the phrases in the box

get them on your side	presentation style	signalling the end	delivery	humour
body language	summarize	rehearsing	slides	visual aids
question-and-answer session	public speaking	overhead projector		particular issue
technical equipment				

Many people have a fear of....., but a certain amount of adrenalin and nerves can help make a presentation more successful. Plenty of preparation time, knowing your topic, and adapting your talk and according to the audience are also essential. Apart from the actual content of a presentation, speakers should also consider the following: room set-up, seating arrangements, pace of and tone of voice, gestures and, signs of approval or disapproval, which may all vary according to culture and audience type.

.....make a presentation easier to follow, but speakers should acquaint themselves withbeforehand to avoid any unnecessary embarrassment should things go wrong. PowerPoint is a useful and commonly used program for presentations, although some speakers still prefer to use an with transparencies or as well as handouts.

Presentations, it is often said, need a beginning, middle and an end. The use of or appropriate anecdotes to open a presentation can help to engage the audience or, although humour differs widely in each culture and should be used sensitively or not at all. Another way to start off a presentation is with some brief, interesting or surprising At the start of any presentation, speakers should also introduce themselves briefly, if they have not already been formally introduced by someone else, before giving an overview of the talk. Likewise, after presenting the company, product or research findings, etc., the speaker needs to or conclude the main points of the presentation before and inviting any further questions from the public.

The, or Q&A, after a presentation is sometimes considered the most challenging part of speaking in public, as not all questions can be anticipated. The presenter, however, should be prepared to a certain extent, if only to be able to refer the member of the audience to another authority or suggest further e-mail correspondence to follow up a