

## PRESENTATIONS – REVISION

### INTRODUCTION

#### 1 Complete the blanks with the words from the list.

*look at*      *it's a pleasure*      *intend*      *parts*      *an opportunity*      *third*  
*feel free*      *at a greater length*      *brief*      *finally*      *break down*

Good morning, ladies and gentleman. Thank you for coming to my presentation. \_\_\_\_\_ to be here with you today. My name's XYZ and what I'd like to do today is \_\_\_\_\_ the latest news in the research of cancer treatment in the Czech Republic. This \_\_\_\_\_ talk will hopefully bring us to a heated discussion at the end of my presentation. What I \_\_\_\_\_ to do is to \_\_\_\_\_ this presentation into three \_\_\_\_\_: first, the history of the research in the Czech Republic; second, the current situation in the field, and \_\_\_\_\_, the future possible results of the present projects. If you have any questions, please, \_\_\_\_\_ to interrupt me, but I should also say that there'll be \_\_\_\_\_ to discuss issues \_\_\_\_\_ after my presentation.

#### 2 Use one of the following expressions to replace the once used in the previous exercise.

*don't hesitate*      *a chance*      *I'm delighted*      *sections*      *plan*      *short*  
*in more depth*      *my purpose is*      *finally*      *divide*      *talk about*

### BODY

#### 3 Complete the missing functions and phrases.

Function	Language
_____ the subject	<ul style="list-style-type: none"> <li>• I'd _____ to start by...</li> <li>• _____'s begin by...</li> <li>• _____ of all, I'll...</li> </ul>
_____ one subject...	<ul style="list-style-type: none"> <li>• Well, I've _____ you about...</li> <li>• That's _____ I have to say about...</li> <li>• We've _____ at...</li> <li>• So _____ for...</li> </ul>
...and starting _____	<ul style="list-style-type: none"> <li>• Now we'll _____ on to...</li> <li>• Let me turn now to...</li> <li>• Next...</li> <li>• _____ I'd like to discuss...</li> </ul>
Analysing a point	<ul style="list-style-type: none"> <li>• Let's consider this in more detail...</li> </ul>

	<ul style="list-style-type: none"> <li>• What does this mean for ABC?</li> </ul>
<b>Giving an _____</b>	<ul style="list-style-type: none"> <li>• For example,...</li> <li>• For _____,...</li> <li>• A good example of this is...</li> <li>• As an illustration,...</li> <li>• To _____ you an example,...</li> <li>• To illustrate this point...</li> </ul>
<b>Dealing with _____</b>	<ul style="list-style-type: none"> <li>• I'd like to deal with this question later, if I _____...</li> <li>• I'll _____ back to this question later in my talk...</li> <li>• Perhaps you'd like to raise this point at the end...</li> <li>• I won't _____ on this now...</li> </ul>
<b>_____ and concluding</b>	<ul style="list-style-type: none"> <li>• In _____,...</li> <li>• Let's summarise _____ what we've looked at...</li> <li>• _____, let me remind you of some of the issues we've covered...</li> <li>• If I can just _____ up the main points...</li> </ul>
<b>Ordering</b>	<ul style="list-style-type: none"> <li>• Firstly...secondly...thirdly...lastly...</li> <li>• First of all...then...next... _____ that...finally...</li> <li>• To start with...later...to _____ up...</li> </ul>

## ENDING

### 4 The sentences **a-e** below are in the wrong order. Put them into the right order.

- So, I'd now be glad to answer any questions.
- I hope you'll all go away with a more complete picture of the research of cancer treatment in the Czech Republic.
- Very briefly, there are three areas. Firstly, research; secondly testing; and thirdly use in practice.
- So, that brings me to the end of my presentation.
- Finally, I'd like to say that though great inventions were achieved, there is still a long way ahead of us all.

### 5 Make complete sentences by matching the correct parts.

- |                               |  |
|-------------------------------|--|
| a) Before we come to the end, | 1. there are four major features.                |
| b) I'd be glad to answer      | 2. we start the discussion now.                  |
| c) To summarize,              | 3. by quoting a well-known saying.               |
| d) We can conclude            | 4. we should support our scientists more.        |
| e) In my opinion,             | 5. any questions now.                            |
| f) I'd like to suggest        | 6. I'd like to thank you for your participation. |