

LANGUAGE EXERCISES - PRESENTATIONS

Task 1 Choose the right expression printed in bold type.

1. If you have **some / any** questions, don't hesitate to ask me.
2. She is in charge of the Department of Foreign Languages at **Masaryk / the Masaryk** University.
3. **At first / First** I'd like to speak about the project in general.
4. We'd like to suggest **to change / changing** the programme.
5. I'd like **to know / knowing** more about this issue.
6. If I understand you **correctly / correct**, you are **saying / telling** there is hardly any difference.
7. I'm afraid **I can't see / I'm not seeing** the point of it.
8. **Do you mean / Are you meaning** to say the research will have to be stopped?
9. We can talk about it on **other / another** occasion?
10. I'm sure Mrs Dineen will **answer on / answer / answer to** your question.
11. **I'm thinking / I think** he has already answered that.
12. That's a good point, but I prefer **not answer / not to answer / not answering** that today.
13. What is the key **to being / to be** a good speaker?
14. **Saying / Telling** jokes might not go down well with the audience.
15. Could you give us some **advice / advices**?

Task 2 Translate the words in brackets into English.

1. What is the point of _____ (podávání) presentations?
2. I think I _____ (možná budu) need it in my future career.
3. You should _____ (zapsat si) all the important information.
4. I want to _____ (projít si) these notes first.
5. What do you _____ (čekáš) from a good presentation?
6. He _____ (pokročil dále) and showed us some very interesting figures.
7. The development _____ (za posledních pět let) has been enormous.
8. There was _____ (příliš mnoho) information for me to take in.
9. Let me _____ (abych Vám uvedl) a few more examples.
10. It was really _____ (velmi dobře) structured.

Task 3 Try to match the phrases with their functions.

FUNCTIONS: 1. Signal to end 2. Summarizing 3. Concluding
4. Recommending 5. Closing 6. Inviting questions

PHRASES:

- | | |
|--|---|
| a) So, I would suggest that we... | b) Briefly... |
| c) As you can see, there are some very good reasons... | |
| d) That completes my presentation. | e) Thank you for your attention. |
| f) Before I stop/finish, let me just say... | g) I'd like to propose... (more formal) |
| h) In conclusion... | i) Let me just run over the key points again. |
| j) So, let's throw it open to questions. | k) I hope you will have gained an insight into... |
| l) If you have any questions, I'd be pleased to answer them. | |
| m) I'll briefly summarize the main issues. | n) Any questions? |
| o) That brings me to the end of my presentation. | |
| p) I'd like to leave you with the following thought/idea. | |
| q) In my opinion, the only way forward is ... | r) Thank you for listening. |
| s) I'd be glad to try and answer any questions. | t) I'd be happy to answer any questions. |
| u) That covers all I wanted to say today. | v) I would welcome any comments/suggestions. |
| w) To sum up | |