

PRESENTATIONS – REVISION

INTRODUCTION

1 Complete the blanks with the words from the list.

look at *it's a pleasure* *intend* *parts* *an opportunity*
feel free *at a greater length* *brief* *third* *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"> • I'd _____ to start by... • _____'s begin by... • _____ of all, I'll...
_____ one subject...	<ul style="list-style-type: none"> • Well, I've _____ you about... • That's _____ I have to say about... • We've _____ at... • So _____ for...
...and starting _____	<ul style="list-style-type: none"> • Now we'll _____ on to... • Let me turn now to... • Next...
Analysing a point	<ul style="list-style-type: none"> • Let's consider this in more detail...

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

ENDING

4 Complete the following ending with words from the list.

questions that's all second discussion formed by
conclude issues briefly finally begin

So, _____ I have planned to say about the topic. Let me summarize the main _____. Very _____, they are four. First, nation states, _____, confederations, then, multinational empires, and _____ multinational democracies. I'd like to _____ by emphasizing the fact that the majority of today's countries are _____ multicultural societies. Well, I suggest we start the _____ now. But before we _____, let me thank you for your attention. OK, I'd be glad to answer any _____ now.

5 Endings can become repetitive, so it is important to have a choice of words and expressions ready. Use one of the following expressions to replace the synonyms in bold.

Presence *I'd be glad* *talk* *As you can see* *then*
lastly *reliable* *now* *idea* *covers everything in*
it seems to me that *listening* *sum up* *is based* *main*

That **brings me to the end of** my **presentation**. Let me just **run over** the **key** points again. Very briefly, there are three. First, socio-biology in contrast to ecology, **second** to economy, and **third** to political science. **From what you have heard**, there are some **very good** reasons to see socio-biology as any treatment of social phenomena that basically **draws** on neo-Darwinist theory. **At this point**, I'd like to leave you with the following **thought**: remember that politics, ecology, as well as economy are part of life, and biology is the study of life. **In my opinion**, the only possibility is to accept the **existence** of socio-biology as an equal to other social sciences. Thank you for **your attention** and now, if you have any questions, **I'd be pleased** to answer them.