

THE LANGUAGE OF PRESENTATIONS - PRACTICE

I. Choose one of the expressions from the box below for situations 1.-9.

<i>To move on</i>	<i>To expand on</i>	<i>To digress</i>	<i>To go back</i>	<i>To recap</i>
<i>To conclude</i>	<i>To summarize</i>	<i>To turn to</i>	<i>To elaborate on</i>	

1. When you want to make your next point. To _____
2. When you want to change direction. To _____
3. When you want to refer to an earlier point. To _____
4. When you want to repeat the main points. To _____
5. When you want to give a wider perspective. To _____
6. When you want to do a deeper analysis. To _____
7. When you just want to give the basics. To _____
8. When you want to depart from your plan. To _____
9. When you want to finish your talk. To _____

II. The expressions below highlight important information in a visual. Complete them using these words:

on to at out about

1. I'd like us to look _____ this part of the graph in more detail.
2. I'd like us to focus our attention _____ one particular important feature.
3. I'd like you to think _____ the significance of this figure here.
4. I'd like to point _____ one or two interesting details.
5. I'd like to draw your attention _____ the upper half of the chart.

III. In English there is a way you can focus key points in your presentation. Look at the examples below. Rewrite the sentences 1.-9. in a similar way.

I'm going to talk about motivation. = What I'm going to do is talk about motivation.

I'd like to approach this question from two different angles. = What I'd like to do is approach this question from two different angles.

1. I'd like to move on to the question of plastic surgery.

2. I've tried to demonstrate the dangers of smoking.

3. We have to consider the side-effects of antidepressants.

4. I'd like you to ask yourself a simple question.

5. I'm going to be looking at the arguments against alternative medicine.

6. Cancer researchers have found out how positive thinking can contribute to treatment.

7. I'm prepared to discuss with you the effects of strict diets on your health.

IV. Cross out the verbs which do not fit in the following presentation extracts. The first one has been done for you as an example.

1. First of all, I'd like to ~~preview~~ / ~~overview~~ / outline the main points of my talk.

2. Perhaps I should start off by pointing / stressing / reminding that this is just a preliminary report. Nothing has been finalized as yet.
3. But later on I will, in fact, be putting forward / putting out / putting over several detailed proposals.
4. One thing I'll be dealing with / referring / regarding is the issue of a minimum wage.
5. And I'll also be asking / raising / putting the question of privatization.
6. So, what we're really driving at / aiming at / looking at are likely developments in the structure of the company over the next five to ten years.
7. If we could just draw / focus / attract our attention on the short-term objectives to begin with.
8. The eighteen-month plan, which by now you should've all had time to look at, outlines / reviews / sets out in detail our main recommendations.
9. Basically, what we're suggesting / asking / reviewing is a complete reorganization of staff and plant.
10. I'd now like to turn / draw / focus my attention to some of the difficulties we're likely to face.
11. I'm sure there's no need to draw out / spell out / think out what the main problem is going to be.
12. But we do need to seriously ask / answer / address the question of how we are going to overcome it.
13. The basic message I'm trying to get through / get across / get to here is simple. We can't rely on government support for much longer.
14. Disappointing end-of-year figures underline / undermine / underestimate the seriousness of the situation.
15. And the main conclusion we've thought / got to / come to is that massive corporate restructuring will be necessary before any privatization can go through.

V. Below you will find a number of ways of stating the purpose of your presentation. Complete them using the words given. Combining the sentences with the number 1 will give you a complete introduction. Then do the same with those numbered 2 etc.

OK, let's get started. Good morning, everyone. Thanks for coming. I'm (your name).
This morning I'm going to be:

<i>showing</i>	<i>talking</i>	<i>taking</i>	<i>reporting</i>	<i>telling</i>
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1. to you about the videophone project.
2. you about the collapse of the housing market in the early 90s.
3. you how to deal with late payers.
4. a look at the recent boom in virtual reality software companies.
5. on the results of the market study we carried out in Austria.

... so, I'll begin by:

<i>making</i>	<i>outlining</i>	<i>bringing</i>	<i>giving</i>	<i>filling</i>
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1. you in on the background to the project.
2. a few observations about the events leading up to that collapse.
3. company policy on bad debt.
4. you an overview of the history of VR.
5. you up-to-date on the latest findings of the study.

... and then I'll go on to:

<i>put</i>	<i>discuss</i>	<i>make</i>	<i>highlight</i>	<i>talk</i>
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1. what I see as the main advantages of the new system.
2. the situation into some kind of perspective.
3. you through our basic debt management procedure.
4. detailed recommendations regarding our own R&D.
5. in more depth the implications of the data in the files in front of you.