

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... • 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.