

## PRESENTATIONS – REVISION (KEY)

### INTRODUCTION

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

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

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

Good morning, ladies and gentleman. Thank you for coming to my presentation. *It's a pleasure (I'm delighted)* to be here with you today. My name's XYZ and what I'd like to do today is to *look at (talk about)* the latest news in the research of cancer treatment in the Czech Republic. This *brief (short)* talk will hopefully bring us to a heated discussion at the end of my presentation. What I *intend (plan)* to do is to *break down (divide)* this presentation into three *parts (sections)*: first, the history of the research in the Czech Republic; second, the current situation in the field, and *third (finally)*, the future possible results of the present projects. If you have any questions, please, *feel free (don't hesitate)* to interrupt me, but I should also say that there'll be *an opportunity (a chance)* to discuss issues *at a greater length (in more depth)* after my presentation.

### BODY

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

Function	Language
<b>Introducing the subject</b>	<ul style="list-style-type: none"><li>• I'd <i>like</i> to start by...</li><li>• <i>Let's</i> begin by...</li><li>• <i>First</i> of all, I'll...</li></ul>
<b>Finishing one subject...</b>	<ul style="list-style-type: none"><li>• Well, I've <i>told</i> you about...</li><li>• That's <i>all</i> I have to say about...</li><li>• We've <i>looked</i> at...</li><li>• So <i>much</i> for...</li></ul>
<b>...and starting another</b>	<ul style="list-style-type: none"><li>• Now we'll <i>move</i> on to...</li><li>• Let me turn now to...</li></ul>

	<ul style="list-style-type: none"> <li>• Next...</li> </ul>
<b>Analysing a point</b>	<ul style="list-style-type: none"> <li>• Let's consider this in more detail...</li> <li>• What does this mean for ABC?</li> </ul>
<b>Giving an example</b>	<ul style="list-style-type: none"> <li>• For example,...</li> <li>• For <i>instance</i>,...</li> <li>• A good example of this is...</li> <li>• As an illustration,...</li> <li>• To <i>give</i> you an example,...</li> <li>• To illustrate this point...</li> </ul>
<b>Dealing with questions</b>	<ul style="list-style-type: none"> <li>• I'd like to deal with this question later, if I <i>may</i>...</li> <li>• I'll <i>come</i> 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 <i>comment</i> on this now...</li> </ul>
<b>Summarising and concluding</b>	<ul style="list-style-type: none"> <li>• In <i>conclusion</i>,...</li> <li>• Let's summarise <i>briefly</i> what we've looked at...</li> <li>• <i>Finally</i>, let me remind you of some of the issues we've covered...</li> <li>• If I can just <i>sum</i> 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... <i>after</i> that...finally...</li> <li>• To start with...later...to <i>finish</i> up...</li> </ul>

## ENDING

### 4 Complete the following ending with words from the list.

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

That **brings me to the end of** (*covers everything in*) my **presentation** (*talk*). Let me just **run over** (*sum up*) the **key** (*main*) points again. Very briefly, there are three. First, socio-biology in contrast to ecology, **second** (*then*) to economy, and **third** (*lastly*) to political science.

**From what you have heard** (*As you can see*), there are some **very good** (*reliable*) reasons to see socio-biology as any treatment of social phenomena that basically **draws** (*is basically based*) on neo-Darwinist theory. **At this point** (*Now*), I'd like to leave you with the following **thought** (*idea*): remember that politics, ecology, as well as economy are part of life, and biology is the study of life. **In my opinion** (*It seems to me that*), the only possibility is to accept the **existence** (*presence*) of socio-biology as an equal to other social sciences. Thank you for **your attention** (*listening*) and now, if you have any questions, **I'd be pleased** (*I'd be glad*) to answer them.