

Language knowledge



GEOFF MAXWELL

'Hello and welcome to Standard Electronics. I'm Geoff Maxwell, the Factory Manager in charge of the plant you'll be seeing today.'

Language focus Introducing yourself and your talk

Greeting, name, position

Good morning. My name's (...). I'm the new Finance Manager.

Ladies and gentlemen. It's an honour to have the opportunity to address such a distinguished audience.

Good morning. Let me start by saying just a few words about my own background. I started out in ...

Welcome to Standard Electronics. I know I've met some of you, but just for the benefit of those I haven't, my name's (...).

Title/Subject

I'd like to talk (to you) today about ...

I'm going to | *present the recent ...*
 | *explain our position on ...*
 | *brief you on ...*
 | *inform you about ...*
 | *describe ...*

The | *subject of my* | *talk*
 | *focus* | *presentation*
 | *topic* | *paper (academic)*
 | | *speech (usually to public audience)*

Purpose/Objective

We are here today to | *decide ...*
 | *agree ...*
 | *learn about ...*

The purpose of this talk is to | *update you on ...*
 | *put you in the picture*
 | *about ...*
 | *give you the background*
 | *to ...*

This talk is designed to | *act as a springboard for discussion.*
 | *start the ball rolling.*

Length

I shall only take (...) minutes of your time.

I plan to be brief.

This should only last (...) minutes.

Outline/Main parts

I've divided my presentation into four parts/sections.

They are ...

The subject can be looked at under the following headings: ...

We can break this area down into the following fields:

Firstly/first of all ...

Secondly/then/next ...

Thirdly/and then we come to ...

Finally/lastly/last of all ...

Questions

I'd be glad to answer any questions at the end of my talk.

If you have any questions, please feel free to interrupt.

Please interrupt me if there's something which needs clarifying. Otherwise, there'll be time for discussion at the end.

Reference to the audience

I can see many of you are ...

I know you've all travelled a long way.

You all look as though you've heard this before.



- 1 You are going to hear twelve extracts from the introductions to two presentations — one internal, one external. As you listen, decide which presentation each extract comes from and complete the table. The first one has been done for you. Check your answers in the key on page 59.

Presentation	Extract
Internal: to colleagues at a budget meeting	a
External: to delegates at a professional conference	

- 2 Complete this presentation introduction with words from the list. Check your answers in the key on page 59.

talk about look at points of view
 questions brief finally
 hear act as go along

Good afternoon and thank you for making the effort to be here with us today. My name's Rachel Rawlins and I'm responsible for public affairs. What I'd like to do today is ^a_____ our recent corporate campaign. This ^b_____ talk will hopefully ^c_____ a springboard for discussion. I'm going to ^d_____ the corporate campaign from three ^e_____: firstly, the customers; secondly, the financial institutions; and ^f_____, the shareholders. If you have any ^g_____, just interrupt me as I ^h_____. Your point of view may well be different, and we'd like to ⁱ_____ from you.



- 3 Complete these sentences. Choose the correct verb. The first one has been done for you. Check your answers in the key on page 59.
- a I'd like to *inform* you of the latest news.
1 speak 2 inform 3 describe
 - b Could you _____ up? We can't hear you at the back.
1 talk 2 say 3 speak
 - c I'll have to _____ the place as I don't have any photographs with me.
1 explain 2 describe 3 present
 - d He's going to _____ the latest results.
1 describe 2 inform 3 present
 - e Let me _____ why we need to cut costs.
1 explain 2 describe 3 talk
 - f We'll have time to _____ about this over lunch.
1 discuss 2 say 3 talk
 - g I couldn't _____ how long will it take.
1 talk 2 speak 3 say
 - h We will _____ you when the project comes to an end.
1 say 2 describe 3 tell

- 4 Introductions can become repetitive. It's important to have a choice of words and expressions at your fingertips.

Use one of the following expressions to replace each of the expressions in italics in this introduction. Check your answers in the key on page 59.

don't hesitate	a chance	I take care
I'm delighted	sections	go through
in more depth	my purpose is	divide

Good morning, ladies and gentlemen. *It's a pleasure*^a to be with you today. My name's Gordon Matthews and *I'm in charge*^b of corporate finance at our headquarters here in Brussels. *We are here today*^c to *review*^d some key figures and to outline financial strategy over the next five years. So what I intend to do is to *break down*^e this presentation into three *parts*^f: first, the financial review; second, the options facing us; and finally, the strategy I propose. If you have any questions, please *feel free*^g to interrupt me, but I should also say there'll be *an opportunity*^h to discuss issues *at greater length*ⁱ after my talk.

T 4: Ad a) How to make the content interesting and relevant ?

T 5: Ad b) Divide the words into 3 columns

Closing part 3
 Mention the questions Conclude
 Closing part 2/Moving on Link to the main body
 Introduce the topic Closing part 1
 Greet Introduce yourself Part 1 Opening part 2 Summarize
 Outline the structure Invite questions Signal the end
 Handle questions positively
 Using visual

Introduction	Main body	Ending
.....
.....
.....
.....
.....
.....
.....

T 6: Match the phrases and the headings:

Greeting		I'd be glad to answer any questions at the end of my talk
Introducing yourself		I've divided my presentation into x parts
Introducing the topic		Finally
Outlining the structure		Let me introduce myself. My name's ... I'm a..... / I work...as a... at..... in....
Mentioning the questions		I'd like to talk today about... To start with...
Linking to the 1 st part		The topic of my paper/presentation is...
		Then/ next
		Good morning/afternoon ladies and gentlemen
		First of all...
		If you have any questions, please do not hesitate/feel free to interrupt.

T 7: Prepare an introduction to your presentation on one of the following topics

1. Studies at the Faculty of Science
2. Keeping a pet
3. Public transport

elaborated by Milada Pavlova!