

Presentation Exercise

1. Introduction

a) Complete this presentation introduction with the words below.

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 John Smith and I'm responsible for marketing. What I'd like to do today is 1 _____ our recent product promotion campaign. This 2 _____ talk will hopefully 3 _____ a springboard for discussion. I'm going to 4 _____ the marketing campaign from three 5 _____ : firstly, the customers; secondly, the financial institutions; and 6 _____, the shareholders. If you have any 7 _____, just interrupt me as I 8 _____. Your point of view may well be different, and we'd like to 9 _____ from you.

2. Complete the following presentation common expressions and phrases:

- i. Today we will _____ at
- ii. I'd like to _____ by
- iii. This _____ us to the next _____
- iv. Let me _____ you an example
- v. A case in _____ is
- vi. On _____ whole
- vii. Let me end by _____