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 _____________ . . .