Presentation skills

5 With a partner, find suitable words to complete the expressions in the checklist for commenting on questions. Use the words in the box.

asked assure get glad question raises recap relevant remember words

Useful expressions: Commenting on questions

Useful questions

That's a very good _____.
I'm _____ you raised that point.

Awkward questions

I'm afraid I don't have the figures with me. Can I _____ back to you on that?
So, in other _____ you're asking ...
I understand your position, but I can _____ you we've done our homework.

Irrelevant questions

To be honest, I think that _____ a different issue.
I'm not sure that's really _____ to the discussion today.

Unnecessary questions

I think I covered that in Part Two, but let me just _____.
Well, you may _____ in the slide about growth forecast, I mentioned ...

No questions

A question I'm often _____ is: 'Where do you see the firm in five years?'

Speaking

6 Imagine your partner has given a talk about a company. Write five questions about the company using the prompts below.

1 last year's profit figures
2 when the company was founded
3 the reasons for their successes
4 who invented the company logo
5 what colour they prefer

7 Work with a partner. One of you is the presenter and the other is the questioner. The questioner starts by saying that they have no questions, so that the presenter has to start the session. The questioner asks his or her questions from Exercise 6. When you have finished, swap roles.

Explaining and reformulating

8 A speaker is answering questions after a presentation about a new wind turbine. Complete his answer using the expressions for explaining and reformulating in the box.

In other words It's quite simple so That's why To be precise To put it into perspective

(1) _____, really. Our turbine is the most efficient on the market.
(2) _____, 20% more efficient than any of our competitors'.
(3) _____ we're convinced that we'll meet our sales targets next year.
(4) _____, we will sell more than 450,000 units in the European market in the next twelve months. (5) _____ that's twice as many units as this year.
(6) _____ the future is rosy.

Presentation

9 Work in groups of three. Each member of the group should prepare a 60-second talk on one of the following topics.

- your future career plans
- a business idea you think will work
- the economy of your home town/country
- a subject of your own choice

10 When you are ready, tell the class the subject of your talk so that they can prepare at least three questions each to ask you. Then take turns to deliver your talks and answer the questions with appropriate comments.

eWorkbook
Now watch the video for this unit.

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