

Day 37

Vocab Review

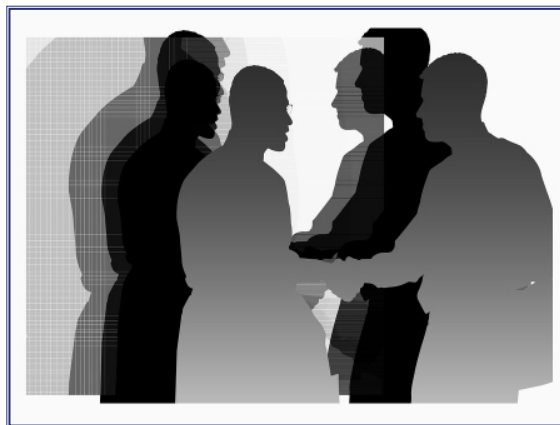
Fill in the blanks.

1. I managed to c___ three countries into a week's business trip.
2. My evening class o_____n by ten minutes.
3. This upturn in the country's economy is a splendid s_____t to the future.
4. They should adopt a more i_____ative approach.

3 Presentations



Module 3.6 Concluding a presentation

**LEAD-IN** What does the end of a presentation contain?

- What is the difference, if any, between a summary and a conclusion?



Writing

1. Complete the gaps. The first letters are given to you.

So, that brings me t_ almost the end o_ my talk. I'd like to end w___ a short r_____ of the m___ point. The key i_____ is that ...

Now, what are the l_____ that we can l_____ from this? Well, I think, most importantly, we h___ t_ build up ...

Thank you everyone f___ listening.

- Is this a summary or a conclusion or is it both? Explain your answer.

2. Complete the gaps. The first letters are given to you.

That e___ the main part of my talk. Now I'd like to s_____ the main points. ... Now, turning to my c_____, I want to make three key r_____. Number one, ... Number two, ... And number three, ... And that, ladies and gentlemen, c_____ my talk.

- Is this a summary or a conclusion or is it both? Explain your answer.

**Module 3.7 Handling the question and answer session****LEAD-IN** How do you end your presentation and invite questions and/or introduce discussion?

1. Listen and fill in the blanks.

- Signaling the end of the presentation
 - That _____ the formal part of my talk. Thank you all for listening.
 - I'm now _____ the end of my talk.
 - Well, this _____ me to the end of my presentation.
- Summary
 - Before I stop, let me go _____ my main points again.
 - To _____ up then, we ...
 - I'd just like to _____ through the main points again.
 - Just to _____ the main points of my talk ...
- Conclusion
 - We'd therefore _____ that we ...
 - What I'd like to _____ is ...
- Inviting questions and/or introducing discussion
 - Now, I'll be _____ to answer any questions you may have.
 - We have _____ an hour for questions and discussion.
 - Now, I'd like to _____ your comments.
 - Are there any questions or _____?

➤ Handling questions

2. Listen and fill in the blanks.

Handling questions is _____ by many speakers to be the most difficult part of a presentation. What is the best way to handle questions after a presentation? Well, the best way is to _____ very carefully. It can be useful to repeat or paraphrase the question. You repeat the point that the _____ makes. You can check it that way. It will also give you _____ to think.

● How do you handle questions?

Case 1: You understood the question, but it is difficult or impossible to answer

- That's a difficult question to answer _____ a few words. I don't have much experience in that _____. Perhaps the Sales Manager can help ...

Case 2: You understood the question, but it is irrelevant

- I'm afraid that's outside the _____ of my talk. If I _____ you, I'd discuss that with ...

Case 3: You did not understand the question

- Sorry, I'm not _____ I've understood your question. Could you repeat?
- I didn't _____ the last part of your question.

● How do you check that your answer is sufficient?

- Does that _____ your question?

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. to repeat something written or spoken using different words
- B. to say that someone or something is good or suitable for a particular purpose
- C. to get close to something
- D. an important subject or problem that people are discussing
- E. a person who asks a question

- 1. near (v)
- 2. questioner
- 3. paraphrase
- 4. recommend
- 5. issue

Fill in the blanks.

- 1. I'm pleased to say the project is n _ _ _ ing completion.
- 2. I'll have to p _ _ _ _ _ _ _ _ se it because I didn't get a chance to memorize it.
- 3. Can you r _ _ _ _ _ _ _ _ d a good wine to go with this dish?
- 4. Jack has raised a very important i _ _ _ e.

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