

4

Presentations

**Some useful phrases.**

Listen to the recording and repeat.

I'm glad to see so many of you here today.
I'd like to talk about how we organise things in this department.
First I'll describe our organisation.
Finally, I'd like to discuss some future plans.

That's all I wanted to say about training.
Moving on to my next point ...
Excuse me, can you tell us when the report will be ready?
Sorry, I didn't catch the question.
Could you bear with me?

Turnover rose by 12 per cent last year.
We are predicting a slowdown next year.
As you can see from the graph, sales have increased dramatically.
Sales reached a peak in December.
They have declined since then.
These are difficult times for the company.

I'd like to finish by thanking you all.
I'd welcome your feedback.



Dialogues 1

Setting the scene

- A:** Hello everyone. **It's good to see you all here** so early in the morning. My name's Hiro Rosado and **I'd like to talk about** how we organise language training here. **First I'll describe** how English has become the company language, then I'll outline our study programmes. Finally I'd like to say something about some of our plans for the future.

Moving on

- A:** ... so **that's all I wanted to say** about the budget for next year. I'd now like to move on to the question Rosa raised earlier.
... **That leads me to my next point.** We need to look carefully at how we plan for next year
... **So, next year's budget.** I'd now like to talk about the action we are taking to reach our targets.

Dealing with questions

- A:** How much is the project going to cost?
B: **I'm afraid I can't say** at the moment.
C: Can you tell us when the report will be ready?
B: I'm hoping to have it ready by the end of the week.
D: Are you planning to recruit more staff?
B: Sorry, **I didn't catch the question.** Could you repeat it, please?
D: Sorry, I'd like to know if you are planning to recruit more staff.
B: Did everyone hear that? The question was: 'Are we planning to recruit more staff?'

Dealing with the unexpected

- A:** Oh, dear.
B: Is it broken?
A: Yes, the bulb is broken. I'm afraid I won't be able to use the projector. **Could you bear with me,** I have some paper copies in my briefcase.
B: Are you OK?
A: Yes, I think so. Could I have a glass of water? That's better. **Sorry, where was I?**
B: **You were just about to tell us** some interesting news.

Recapping

- A:** **As I mentioned earlier,** we hope to finish the project by the end of the year. I said that we were on schedule. Having said that, there are a couple of potential problems ...

Coming to an end

- A:** **I'd like to finish by thanking you all** for coming here today and I look forward to seeing you in two weeks' time. If anyone has any questions, please ask. I will be around for coffee later and **you are very welcome to contact me** if you have any queries before the next meeting.

Notes

See the companion book in this series, *Business Presentations*, for more help with giving presentations in English.

It's good to see you all here ...

Speaker's opening remarks to an audience:
I'm very pleased to be here.
I'm glad you could all make it.
Thanks for inviting me.
Thank you (all) for coming.

... I'd like to talk about ...

Other common phrases for starting off a presentation:
I'm planning to tell you about ...
Today I'd like to introduce ...
I'd like to start by saying something about ...

First I'll describe ...

Phrases for describing the structure of a talk:
Then I'll discuss our study programmes.
After that I'll come to the main point.
Finally I'd like to say something about ...

... that's all I wanted to say ...

Note how the speaker finishes off a section of the talk. Some other phrases:
Are there any questions so far?
Moving on to my next point ...
To summarise what I have said so far ...

That leads me to my next point.

Announcing a new point in a presentation:
I'd now like to move on Rosa's question.
Moving on to Rosa's question ...
Now I'd like to talk about ...

So, next year's budget.

You can sometimes simply announce a new topic/presentation slide as follows:
So, sales in Canada. These have been ...
Development plans for next year. These are ...
Study programmes. Have a look at ...

I'm afraid I can't say ...

Useful language for when you do not know the answer to a question:
I'm sorry, I don't know the answer.
I'll have to check for you.
I'm not the best person to answer that.
You need to speak to ...

... I didn't catch the question.

When you can't hear something:
Could you repeat the question?
Could you say that again?
Sorry, what did you say?

Could you bear with me, ...

A very useful phrase when you need time to check or find something. Alternatives:
Excuse me for a moment.
Just a moment.
Can you give me two minutes?

Sorry, where was I?

If you are distracted or forget what you wanted to say! Other possibilities:
Can you/anyone help me?
Let me think.

You were just about to tell us ...

Helping the speaker to remember the point he/she wanted to make!
You were talking about the schedule.

As I mentioned earlier, ...

Useful language for recapping (summarising/reviewing) what was said earlier in the presentation:
As I pointed out/mentioned earlier ...
As I said before ...

I'd like to finish by thanking you all ...

Language for ending a talk:
Thank you.
Thank you for inviting me.
Are there any questions?

... you are very welcome to contact me ...

Asking the audience to contact you:
I'd be very happy to hear from you.
I'd welcome your feedback.

British/American differences

British

organise/organisation
study programmes
schedule

'fɛdʒu:l, 'skɛdʒu:l

American

organize/organization
study programs
schedule

'skɛdʒəl, 'skɛdʒul

Dialogues 2

Some facts and figures

- Ⓐ: **Turnover rose in the year to April by 11 per cent** to 4 billion dollars compared with 3.8 billion in the previous year. Profits jumped by 20 per cent in this period. However, **these results give a misleading picture** as the company sold its French subsidiary during the period for a **'one-off' profit** of half a billion dollars.

Predictions

- Ⓐ: **We're currently predicting a slow down** in sales for next year. Global trading conditions are not promising. However, one area where we expect growth to continue is in Japan and Korea, where **analysts are forecasting an upturn** in the market.
- Ⓑ: Is that for the whole of the region?
- Ⓐ: Yes, **we're looking at a growth rate of between 1 and 3 per cent** in these areas.

Trends: upwards

- Ⓐ: **As you can see from the graph, sales have increased considerably** this year. The beginning of the year was poor, but **sales picked up in February** and **reached a peak in August**. Since then they have fallen a little but the overall trend is upwards. The outlook is very healthy.

Trends: downwards

- Ⓐ: The chart clearly shows the dramatic fall in production since the beginning of the year, and unfortunately this is a trend which will continue. **The closure of our Lufwa plant in January accounts for the sharp fall** at that time and as **sales have continued to decline**, we have had to temporarily shut down a number of our factories. These are difficult times for the company.

Trends: steady

- Ⓐ: **If you compare this six-month period** with the previous six months, you will notice that **there has been very little change** in the number of guests visiting our hotel. In fact, guest numbers have not increased for three years. We need to think about what we can do to make our hotel more popular.

Notes

Turnover rose in the year to April ...

Other ways of describing financial periods of time:

In the first/second/final quarter.

In the year to date.

In the current year.

... by 11 per cent ...

Note the use of the preposition *by* with percentages and fractions:

By what percentage did turnover grow?

It grew by 5.9%. (five point nine per cent)

... by 3.75%. (by three point seven five per cent)

It went up 2½%. (two and a half per cent)

... these results give a misleading picture ...

When information from charts and statistics is not so useful:

The graph gives a false picture.

The statistics may give you the wrong idea.

... a 'one-off' profit ...

A profit which will not be repeated.

We're currently predicting a slow down ...

Other ways to predict events:

We're forecasting an improvement.

We're expecting a sharp fall.

... analysts are forecasting an upturn ...

An *upturn* is a *recovery*.

A *downturn* is a *decline*.

... we're looking at a growth rate of between 1 and 3 per cent ...

to look at is an informal alternative expression meaning to expect or to predict:

We're looking at a large increase.

What kind of growth are we looking at next year?

As you can see from the graph, ...

Referring to visual aids:

This chart clearly shows the dramatic fall in production.

At this point on the graph you can see ...

Here you can see ...

... sales have increased considerably ...

Alternatives to *considerably*:

a lot, a great deal, substantially

... sales picked up in February ...

Other verbs to describe trends:

Sales recovered. (returned to their original level)

Turnover fell back. (declined)

Sales were up/down on last year. (better/worse than last year)

... sales reached a peak in August.

We can also say:

Sales reached their high/ highest point in August.

The opposite:

Sales reached their low/lowest point in June.

The closure of our Lufwa plant in January accounts for the sharp fall ...

To account for means to be the reason for.

This is a useful term when talking about facts and figures.

How would you account for the fall in sales?

The appointment of a new Sales Manager

accounts for the rapid rise in sales last year.

Note also *due to*:

The fall is due to the closure of the plant.

... sales have continued to decline ...

Further examples:

Sales have continued to fall.

There has been a further fall/decline in sales.

If you compare this six-month period ...

Note the use of a hyphen (-) in *six-month*.

Compare:

a three-month period

a period of three months

... there has been very little change ...

Note the use of the present perfect tense to describe change:

Things haven't changed very much.

Things have hardly changed.

Change has been very slight.

Sales have been steady.

British/American differences

British

a one-off profit

closure

American

a one-shot/one-time profit

closing

Practice

1 Complete the sentences with a preposition.

EXAMPLE: First I'd like to talk about how we organise training.

- Turnover increased more than ten per cent last year.
- Sales picked well in the first quarter of the year.
- Please bear me while I find the reference.
- We're forecasting an increase of two and three per cent.
- I'd like to finish thanking you all for your very useful comments.
- We are forecasting a downturn the market.
- Unfortunately, we had to shut our Luftwa plant earlier this year.

2 Write what you would say in these presentation situations. Refer to the dialogues and notes.

EXAMPLE: Start a talk. Explain what you are going to talk about.

Hello everyone. My name's Hiro Rosado and I'd like to talk about ...

- You are giving a presentation and someone asks you to go back to a previous slide. What could you say as you are looking for it?
.....
- Invite questions from the audience.
.....
- Refer to some details on a graph or chart.
.....
- Finish the talk. Thank the audience.
.....

3 Match the two parts of the sentences.

- | | |
|----------------------------|--|
| 1 That leads me to | a we hope to finish things soon. |
| 2 As I mentioned earlier, | b to contact me at any time. |
| 3 You are welcome | c so many of you here. |
| 4 To summarise | d there are some potential problems. |
| 5 It's good to see | e what I have said so far ... |
| 6 Analysts are forecasting | f a very healthy outlook for the company. |
| 7 Excuse me | g my main point ... |
| 8 The graph compares | h for a moment. |
| 9 Having said that, | i the number of guests visiting the hotel over a six-month period. |

4 Write the phrases in one of the three columns depending if they are up, down or the same.

Up	Down	The same
Sales have picked up		

- a Sales have picked up.
- b There has been an increase in sales.
- c Things are slowing down.
- d Turnover jumped last year.
- e It has stayed the same.
- f Overall there has been a decline in the market.
- g The company has recovered.
- h We have seen a rise in turnover.
- i There has been an upturn in the market.
- j We are expecting a downturn.
- k There has been little change.
- l Sales have been steady during the year.

5 Complete the sentences with words used in the dialogues and notes.

EXAMPLE: I'm not the best *PERSON* to answer that question.

- a I didn't catch your Could you repeat it?
- b Unfortunately the downward is going to continue.
- c I'd like to make another
- d The results give a misleading of last year's performance.
- e What kind of growth are we hoping to achieve?
- f We are very disappointed with the sharp in sales.
- g Sales reached their highest in the summer.
- h A lot has happened during the previous six-month

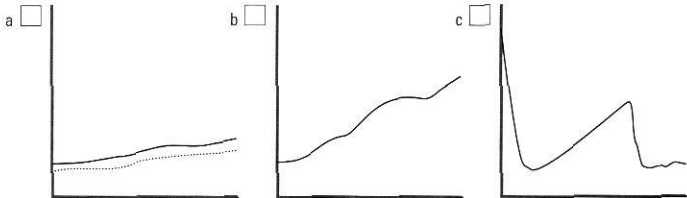
6 Complete the statements and questions using the verbs from the box. Use each verb once only.

catch	repeat	show	account	take
give	cost	say	fall	bear

EXAMPLE: I'd like to ask how much the project is going to cost.....

- a I'm afraid I can't..... I'll check for you.
- b I'm sorry I didn't..... the question.
- c Let me..... it for you.
- d I'm not quite ready. Can you..... with me?
- e Of course..... your time.
- f I think these charts..... a false picture.
- g Yes, they don't really..... the recent upturn in the market.
- h By what percentage did turnover..... last year?
- i By 5 per cent. I can't..... for it.

7 Match the graphs with the descriptions.



- 1 The graph shows how sales have increased this year. Sales were very poor at the beginning of the year but they began to pick up in March and reached a peak in December. The outlook is very healthy.
- 2 This has been a difficult year for the company. As you can see, the chart shows the dramatic fall in production at the beginning of the year. Things began to improve but in June there was a serious fire in our factory and this accounts for the sharp fall in production at that time. The situation hasn't changed very much since then.
- 3 As you can see, we're looking at a growth rate of between 2 and 5 per cent in the three-month period, October to December. We're forecasting that this will be up on last year. We are quite happy with the situation.

5 Meetings



Some useful phrases.

Listen to the recording and repeat.

I'm trying to arrange a meeting for next week.
Can you make Thursday afternoon?
I don't think we need more than two hours.
I've booked the conference room for 2 o'clock.
I'll send you my draft proposals by Monday midday.

Who would like to take the minutes?
I'd like to leave item three until the next meeting.
What are your thoughts on this?
I'd like to make a point.
Of the fifty people I asked, only one did not agree with the idea.
Does everyone agree?

We made a very good case for changing the system.
Unfortunately they rejected nearly all of our proposals.
Only one of our proposals was accepted.

Here are the main points covered during the meeting.
I've attached the draft minutes of the meeting.
Please check if I have left anything out.
These are your action points.





Dialogues 1

Setting up a meeting (by phone)

- A: Hi, Anna. **I'm trying to arrange a meeting for** next week. **Can you make Tuesday** or Thursday afternoon?
- B: Tuesday would be fine. What time?
- A: What about 3 o'clock? I don't think we need more than two hours.
- B: I agree. **Is Juan coming, by the way?**
- A: I hope so – but I haven't asked him yet.

Postponing a meeting (by phone)

- A: Hello again. I hope this won't cause you any problems, but I've just spoken to Juan and he can't make Tuesday. Could we make it Thursday instead?
- B: Just a moment. I'll just check my diary. Right, I've got another meeting on Thursday but **it should be finished by 3:15**. But, could we meet at 3:30 **just in case the meeting overruns?**
- A: Of course. I know Juan will be pleased because **he didn't want to miss the meeting**.
- B: Fine. See you on Thursday afternoon. I'll send you my draft proposals by Monday midday.
- A: Thanks Anna. Bye.

Setting up a meeting (a voicemail message)

- A: I'm sorry I can't take your call at the moment. Please leave your message after the tone and I'll get back to you as soon as I can.
- B: Hello, Margaret, it's Dagmar here. **I'd like to come over to Poznan next week** to see you and Alex. There are some things we need to discuss relating to the arrangements for the conference. **Any day next week except Friday would suit me. Could you check with Alex and get back to me?** I think we'll need about three hours. Look forward to hearing from you.

Confirming a meeting by email

