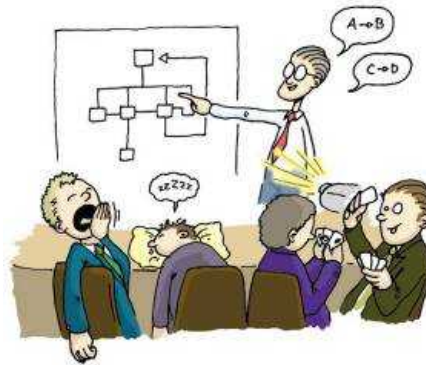


**Business English
Useful Expression
BAD10**



**Business Presentations &
Public Speaking in English**

What time is the best time for you?
How about four o` clock

Hiro and Mr. Jones continue their converstation over the phone.

Jones	I`d like to hear more.
Hiro	Well, can you come to the convention center this week?
Jones	My schedule is hectic and occupied this week but I`ll try.
Hiro	How about Wednesday afternoon?
Jones	I`m sorry, my schedule is full this Wednesday.
Hiro	How about Friday then.
Jones	Thursday would be better.
Hiro	OK. Thursday. what time is the best time for you?
Jones	Let me see. How about four o` clock.
Hiro	That`s fine. I`ll see you then.
Jones	Thanks for calling.
Hiro	My pleasure.

1Pronunciation

The sound of SH as in bluSH, SUre

Pronounce these words in pairs:

shop-chop, sheep-cheap, ship-chip, show-chow, shoe-chew

She should shell shrimp.

2Vocabulary

1. effective-(adj) - Useful; able to accomplish its purpose.
2. persuade-(v) - To convince someone of something.*
3. preparation-(n) - Actions taken to get ready for something.*
4. successful-(adj) - Accomplished at what one set out to do.*
5. conclude-(v) - To reach as a logical answer.*
6. initial-(adj) - First.
7. conclusion-(n) - The end.
8. asset-(n) - Something that has a money value.
9. inform-(v) - Tell something to someone; give them knowledge.

3Reading

A presentation is a formal talk to one or more people that "presents" ideas or information in a clear, structured way. People are sometimes afraid of speaking in public, but if you follow a few simple rules, giving a presentation is actually very easy. This tutorial guides you through each stage of giving a presentation in English, from the initial preparation to the conclusion and questions and answers.



Introduction

All presentations have a common objective. People give presentations because they want to communicate in order to:

- **inform**
- **train**
- **persuade**
- **sell**

A successful presentation is one of the most effective ways of communicating your message. And because English is so widely used in international business, a working knowledge of the vocabulary and techniques used in an English language presentation is a valuable asset.

We will start by exploring

the importance of preparation.

After that, we will consider

what equipment to use.

Then we will look at

how to "deliver" a presentation.

After delivery, we will examine

the language of presentations,

before moving on to

the presentation itself.

Finally, we will conclude with

a review of what we have covered.

4 Comprehension Questions

1. What is a "Presentation"?

2. What are the objectives of all presentations?

5 Vocabulary

1. Everyone went to dinner after the meeting's _____.
2. The _____ step of a revolution is to kill all the lawyers.
3. The doctor _____ me I was sick.
4. To get money, they can sell their house and other _____s.
5. After careful thought,, she _____ that she needed \$500 more.
6. It took a long time but we finally _____ him to sell the house.
7. This new coat is very _____ at keeping me warm.
8. Robert Louis Stevenson's most _____ story was The Strange Case of Dr Jekyll and Mr. Hyde.
9. She packed a bag in _____ for her trip.