

PRESENTATIONS



INTRODUCTION – INLINGUA PRESENTATIONS

inlingua Presentations is a business English program covering the language skills needed by people who have to make presentations in English. The course equips learners to deal with real-world business situations by introducing genuine and versatile language practiced in authentic contexts. The course is designed to be entered after learners have completed the *inlingua* APP3A core business program, which corresponds with the Common European Framework (CEF) level B2, and covers the Can Do Statements for Work specified by ALTE (Association of Language Testers in Europe) at level 3.

The language covered in *Presentations* is directly linked to key strategies used in business communication, enabling learners to apply their professional skills when speaking English. The course also deals with techniques for enhancing communication between non-native speakers. An audio CD with the listening exercises and selected dialogs supports this communicative approach.

Presentations is part of a range of English for Special Purposes courses offered by *inlingua*. Other programs include *Business Correspondence*, *Business Writing*, *Finance*, *Human Resources*, *Interview Skills*, *Managing Successful Meetings*, *Meetings*, *Negotiating*, *Real Estate*, *Socializing Across Cultures* and *Telephoning*.

Unit	Title	Language functions	Page
Unit 1	Introduction and overview		1
Key Point 1	Opening remarks	Welcoming and thanking the audience, Referring to the audience	
Key Point 2	Opening introductions	Introducing yourself, Introducing speakers, Describing responsibilities, Audiovisual aids vocabulary	
Key Point 3	Giving an overview	Describing the objectives of a talk, Describing the order of items, Explaining provisions for questions	
Unit 2	Sequencing and structuring		7
Key Point 4	Making a presentation flow	Opening and closing subjects, Signaling points to be covered later	
Key Point 5	Reinforcing and digressing	Referring back to previous points, Returning to subjects, Digressing	
Key Point 6	Concluding remarks	Summing up, Signaling the end of a talk, Signaling concluding remarks	
Unit 3	Managing impact		13
Key Point 7	Comparing and contrasting	Comparing and contrasting, Expanding arguments	
Key Point 8	Highlighting and reformulating	Highlighting and emphasizing important points, Rephrasing, reformulating and simplifying important points	
Key Point 9	Intensifying	Adding emphasis, Reiterating	
Unit 4	Facts and figures		19
Key Point 10	Describing trends	Describing trends, Describing degrees of change	
Key Point 11	Using visual aids	Chart vocabulary, Referring to charts, Drawing conclusions from charts	
Key Point 12	Explaining results and consequences	Explaining results, Describing causes, Describing consequences	

Unit	Title	Language functions	Page
Unit 5	Audience interaction		25
Key Point 13	Dealing with questions	Inviting questions from the audience, Asking for clarification and repetition, Rephrasing questions, Checking comprehension, Checking that questions have been answered satisfactorily	
Key Point 14	Involving the audience	Asking the audience questions, Inviting the audience to participate and vote	
Key Point 15	Managing interruptions and objections	Postponing questions, Sympathizing with audience members' points of view, Explaining time constraints	
Unit 6	Presentation skills		31
Key Point 16	Preparing for a presentation	Comprehensive review	
Key Point 17	International presentations		
Key Point 18	Getting the message across		
	Listening Texts for Practice Exercises		37
	Solutions to Practice Exercises		41
	Index		47