

2. BUSINESS PRESENTATIONS

1. Match each sentence with the correct ending

- | | |
|---|---|
| 1 ► I know they may be sceptical at first,... | a) while we wait for the exact number. |
| 2 ► Write it in a separate text box... | b) but hopefully that will change by the end of the presentation. |
| 3 ► Delivering a good presentation starts... | c) if you want to use a different colour. |
| 4 ► Maybe we could replace this long paragraph... | d) with understanding who the audience is. |
| 5 ► Let's leave a placeholder here... | e) with bullet points? |

2. Arrange the letters to form correct words

- 1 ► The _____ will take about 30 minutes. **ta en pr ti es on**
- 2 ► That should leave us enough time for _____. **es s qu on ti**
- 3 ► Let me start by describing the _____ of this project. **ba gr ck nd ou**
- 4 ► My goal for today is to introduce our department and its main _____. **go al s**
- 5 ► Could I have everyone's _____, please? **te nt io n at**
- 6 ► Today, I would like to _____ to you our new product design. **pr t en es**

7 ► I would like to divide our meeting into two parts: a presentation and a _____ . **sc us on di si**

8 ► After that, I will show you three case _____ of our existing customers. **st ud s ie**

9 ► The _____ of my presentation today is our new sales strategy. **bj su ec t**

10 ► You don't need to worry about _____, I will send you the presentation. **no te s ki ta ng**

3. Choose the right answer

1 ► We can try to _____ this number to the whole customer group.

- a) expropriate b) limit c) extrapolate

2 ► The main _____ I wanted to share with you is: we need to act now.

- a) message b) paragraph c) question

3 ► Please don't hesitate to ask questions, I would like this session to be _____.

- a) interactive b) uninterrupted c) compulsory

4 ► I would like to _____ here for a second.

- a) pause b) place c) paste

5 ► Next time, we will try to arrange a bigger _____.

- a) coffee break b) conference room c) absence

4. Choose the correct word to complete each sentence

conscious crucial emphasise flip chart leads us markers
mentioned pointer projector up to date

- 1 ► The purpose of this meeting is to bring you _____ with the latest changes in market trends.
- 2 ► This _____ to the next part of my presentation.
- 3 ► As I _____ earlier, our customers' needs are changing.
- 4 ► Being _____ of time, I'm going to skip the next two slides.
- 5 ► I'd like to _____ the importance of this figure.
- 6 ► And therefore, it is _____ that we implement this feature.
- 7 ► Let me use the _____ to walk you through this graph.
- 8 ► Does anyone know how to turn on the _____?
- 9 ► I'm going to use the _____ to write down your ideas.
- 10 ► I was hoping at least one of the four _____ would work.

5. Find a mistake in each sentence

- 1 ► I would limit it to one animation per fax.
- 2 ► I will position the slides once the content is ready.
- 3 ► Write it in a separate image box if you want to use a different colour.
- 4 ► It's not easy to interact with this kind of absence.
- 5 ► We need to commit the official title of the presentation.

6. Arrange the words to form correct sentences

the most of fact presentation, like
important you I to remind would

1 ► Before I conclude the _____ .

step our should next be

2 ► Any suggestions on what _____ ?

lost think panic, I but my I cue cards

3 ► I'm trying not to _____ .

version before the final it review sending

4 ► I would like to _____ .

demo you a live the platform of through

5 ► I will now take _____ .

7. Find at least 20 business-related words hidden in the puzzle

Words are hidden ↑ ↓ ← → and ↘.

Z	P	D	E	M	O	P	R	E	S	E	N	T	G	G	N	I	G	A	G	N	E	X
T	L	J	E	E	L	T	I	T	M	R	V	B	A	C	K	G	R	O	U	N	D	E
H	M	N	G	D	Z	Q	O	W	L	E	S	U	G	G	E	S	T	I	O	N	Y	O
E	L	P	A	E	A	T	T	E	N	T	I	O	N	T	E	X	T	B	O	X	G	I
R	A	O	S	T	P	U	L	L	R	E	V	I	T	C	A	R	E	T	N	I	N	R
E	E	I	S	I	A	P	R	O	J	E	C	T	O	R	T	Q	F	E	S	X	I	A
F	S	N	E	C	U	I	U	C	E	Z	I	S	A	H	P	M	E	C	N	C	M	N
O	O	T	M	X	S	E	C	D	V	C	O	N	C	L	U	D	E	U	S	U	R	E
R	P	E	X	E	E	B	O	R	E	V	I	E	W	P	I	K	S	D	E	E	O	C
E	R	R	L	A	C	I	T	P	E	K	S	F	O	R	M	A	T	O	T	C	T	S
C	U	T	C	A	R	E	T	N	I	A	P	A	R	T	L	J	Q	R	O	A	S	R
A	P	P	A	R	T	I	C	I	P	A	T	E	F	E	L	H	U	T	N	R	N	E
L	P	L	A	C	E	H	O	L	D	E	R	I	L	H	K	A	O	N	E	D	I	K
P	I	P	R	I	N	T	D	I	V	I	D	E	V	X	R	K	T	I	K	T	A	R
E	U	T	W	P	R	E	P	A	R	E	D	K	U	E	X	Q	E	L	A	M	R	A
R	Y	N	C	N	M	O	O	R	E	C	N	E	R	E	F	N	O	C	T	E	B	M