

Company Presentation

Task 1. Read the start of this business presentation. Put a tick next to the steps the speaker covers in the table below.

Right, it's nine o'clock. Let's get started. Good morning, ladies and gentlemen, and thank you all for being here. My name is Lily Chang, and I'm from TalkMaster Training. Today, I will share insights into new and innovative teaching methods. To begin, I'll give an overview of various developments in the teaching industry, and then I'll be discussing the role AI can play in education and

second language teaching and acquisition. My presentation will last around 30 minutes, and afterwards, we'll open the floor for a general discussion. However, if you have any questions during my talk, please feel free to ask them at any time. First, can I ask how many of you have used AI in any way in your classes? Can you raise your hands? Thank you.

You know, during my visit to Japan last year, I had the opportunity to collaborate with a language school that specializes in innovative language teaching methods. Can you all hear me at the back? Okay, great. I'll continue... Over a cup of coffee, the school director shared some valuable advice, saying, "You know, Lily, the challenge with adopting new teaching methods in language education is that educators often underestimate the positive impact of such choices. But let me tell you, integrating cutting-edge technologies like AI not only enhances language acquisition, but also brings long-term benefits to both students and language schools."...



Steps	Covered	Order
a. Greet the audience		
b. Asks if everyone can hear at the back		
c. States a problem		
d. Thanks the audience for coming		
e. Calls the audience to order		
f. Tells the audience when they can ask questions		
g. Checks if everyone can see the screen		
h. Announces the structure of the presentation		
i. Tells a story		
j. Welcomes latecomers		
k. Shares an interesting fact		
l. Asks a question		
m. Informs latecomers where seats are available		
n. Introduces herself		
o. States how long the presentation will last		

Task 2. Now, order the steps the speaker goes through.

Task 3. Complete the start of another presentation with the words from the box.

take	joined	screen	coming	problem	discussing	show
introduce	main	interrupt	everyone	begin	clearly	tell talk seat

Good afternoon, (1) Okay, it's nine o'clock. I suggest we (2) now. First of all, let me thank you all for (3) here today. Let me (4) myself. My name is Olivia, and I'm from Global Awareness Initiative. Today, I'm going to (5) about public speaking and effective communication. I'll start by (6) the importance of developing strong presentation skills. After that, I'll move on to practical tips for managing stage fright and engaging with your audience. My talk should (7) about 45 minutes. Please feel free to (8) me at any time if you have any questions. Can I have a (9) of hands? How many people have experience in public speaking or giving presentations? Before we continue, can everyone hear me (10) at the back? Okay, good. Welcome to those who just (11) us. Don't worry, we've only just begun. Please find a (12) anywhere you like. Now, back to what I was saying... As we go into this presentation, we must confront a common (13) that affects us all - the fear of public speaking. Overcoming this fear is crucial for building confidence and becoming an effective communicator. Is everyone able to see the (14) ? If you can't see, please let me know. Before we go on to the (15) topic, let me share an interesting fact. Did you know that public speaking is often listed as one of the top fears people experience? Now, let me (16) you a story that illustrates the power of effective public speaking. Several years ago,...


