

Activity Type

Reading, Vocabulary and Writing Exercises: identifying, ordering, matching, gap-fill

Speaking Activity: preparing and delivering part of a presentation, communicative practice

Focus

Starting a presentation

Aim

To learn and practice steps used to start a business presentation together with the related language.

Preparation

Make one copy of the two-page worksheet for each student.

Also, make one presentation card for each student and cut as indicated.

Level

Intermediate (B1)

Time

60 minutes

Introduction

This starting presentations worksheet and role-play help students learn and practice steps used to start a business presentation together with the related language.

Procedure

Give each student a copy of the two-page worksheet.

First, students read the start of a business presentation and put a tick next to the steps the speaker covers.

Students then order the steps the speaker goes through.

Exercise A and B - Answer key

1. e. Right, it's ten o'clock. Let's get started.
2. a. Good morning, ladies and gentlemen.
3. d. Thank you all for being here.
4. n. My name is..., and I'm from...
5. h. Today, I will share insights into ... To begin, I'll ... and then I'll be discussing...
6. o. My presentation will last around 30 minutes.
7. f. If you have any questions during my talk, please feel free to ask them at any time.
8. l. First, can I ask...? Can you raise your hands?
9. i. You know, during my visit to Japan last year,...
10. b. Can you hear me at the back?

Next, students match other phrases to the steps in Exercise A.

Exercise C - Answer key

1. j. Welcomes latecomers
2. c. States a problem
3. g. Checks if everyone can see the screen
4. k. Shares an interesting fact
5. m. Informs latecomers where seats are available

After that, students complete the start of another presentation with words from a box.

Exercise D - Answer key

- | | | | |
|--------------|---------------|-------------|-------------|
| 1. everyone | 5. talk | 9. show | 13. problem |
| 2. begin | 6. discussing | 10. clearly | 14. screen |
| 3. coming | 7. take | 11. joined | 15. main |
| 4. introduce | 8. interrupt | 12. seat | 16. tell |

(continued on the next page)

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Procedure continued

Students then move on to underline phrases in the presentation opening that cover the steps in Exercise A.

Exercise E - Answer key

- a. Good afternoon, everyone.
- e. Okay, It's nine o'clock. I suggest we begin now.
- d. First of all, let me thank you all for coming here today.
- n. Let me introduce myself. My name is..., and I'm from...
- h. Today, I'm going to talk about... I'll start by... After that, I'll move on to ..
- o. My talk should take about 45 minutes
- f. Please feel free to interrupt me at any time if you have any questions.
- l. Can I have a show of hands? How many people have...
- b. Can everyone hear me clearly at the back?
- j. Welcome to those who just joined us. Don't worry, we've only just begun.
- m. Please find a seat anywhere you like. Now, back to what I was saying...
- c. As we go into this presentation, we must confront a common problem that affects us all.
- g. Is everyone able to see the screen?
- k. Before we go on to the main topic, let me share an interesting fact...
- i. Now, let me tell you a story...

You may wish to point out that presenters usually choose to tell a story, share an interesting fact, or state a problem to begin a presentation, but not all three.

Next, give each student a presentation role card.

Explain that the students are going to role-play the start of a presentation of their choice using the ordered steps shown on their role cards.

Working alone, students prepare their presentations using the steps and corresponding language from the worksheet.

When the students are ready, they deliver their presentation openings.

This can be done in groups or as a class.

Afterwards, give feedback to the students.

If time allows, students can swap cards and repeat the activity.

A. 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. Greets 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		

B. Now, order the steps the speaker goes through.

C. Match each sentence below to one of the steps in Exercise A.

1. If you've just arrived, welcome. Don't worry, we've only just started.
2. I want to draw your attention to a big issue that has been affecting everyone.
3. Can you all see the screen clearly?
4. Allow me to share an interesting fact with you. Did you know that...
5. There are some empty seats over there. Now, as I was saying... ..

D. Complete the start of another presentation with the words from the box.

 take joined screen coming problem begin discussing show
 introduce main interrupt everyone 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,...

E. Now, underline the phrases in the presentation that cover the steps in Exercise A.



Presentation 1	Presentation 2
<ol style="list-style-type: none"> 1. Call the audience to order 2. Greet the audience 3. Thank the audience for coming 4. Tell the audience when they can ask questions 5. Introduce yourself 6. Announce the structure of the presentation 7. Ask if everyone can hear at the back 8. State a problem 	<ol style="list-style-type: none"> 1. Thank the audience for coming 2. Call the audience to order 3. Greet the audience 4. Introduce yourself 5. Welcome latecomers 6. Announce the structure of the presentation 7. Tell the audience when they can ask questions 8. Tell a story
Presentation 3	Presentation 4
<ol style="list-style-type: none"> 1. Greet the audience 2. Call the audience to order 3. Ask if everyone can hear at the back 4. Thank the audience for coming 5. Introduce yourself 6. Check if everyone can see the screen 7. Announce the structure of the presentation 8. Share an interesting fact 	<ol style="list-style-type: none"> 1. Call the audience to order 2. Greet the audience 3. Check if everyone can see the screen 4. Introduce yourself 5. Welcome latecomers 6. Inform latecomers where seats are available 7. Announce the structure of the presentation 8. Ask a question
Presentation 5	Presentation 6
<ol style="list-style-type: none"> 1. Call the audience to order 2. Introduce yourself 3. Ask if everyone can hear at the back 4. Tell the audience when they can ask questions 5. Welcome latecomers 6. Check if everyone can see the screen 7. Announce the structure of the presentation 8. State a problem 	<ol style="list-style-type: none"> 1. Greet the audience 2. Introduce yourself 3. Thank the audience for coming 4. Announce the structure of the presentation 5. Tell the audience when they can ask questions 6. State how long the presentation will last 7. Check if everyone can see the screen 8. Tell a story
Presentation 7	Presentation 8
<ol style="list-style-type: none"> 1. Call the audience to order 2. Thank the audience for coming 3. Introduce yourself 4. Tell the audience when they can ask questions 5. Ask if everyone can hear at the back 6. Announce the structure of the presentation 7. Welcome latecomers 8. Share an interesting fact 	<ol style="list-style-type: none"> 1. Greet the audience 2. Thank the audience for coming 3. Introduce yourself 4. State how long the presentation will last 5. Ask if everyone can hear at the back 6. Tell the audience when they can ask questions 7. Announce the structure of the presentation 8. Ask a question