

56.1 Match the beginning of each phrase 1–10 with its correct ending a–j.

- 1 OK, let's ... b
- 2 If you have any questions, ...
- 3 I'll come back ...
- 4 I've divided my talk ...
- 5 Just to digress for ...
- 6 Let's examine this ...
- 7 Let's move ...
- 8 My own view ...
- 9 OK, that's all I want ...
- 10 Right, let's begin ...


- a a moment ...
- b get started. Can everybody see?
- c in more detail.
- d into three main parts.
- e on this is ...
- f on to the second point.
- g please feel free to interrupt.
- h to this in a moment.
- i with the first slide.
- j to say about the first point.

Continue as before.

- 11 As you can see ...
 - 12 I began by telling you ...
 - 13 I'd like us to ...
 - 14 Just to summarize ...
 - 15 Let me explain ...
 - 16 Now, do you have ...
 - 17 Right, that brings me to ...
 - 18 Thank you all ...
 - 19 This leads me ...
 - 20 What is the reason ...
- k a little about ... Then I explained how ...
 - l any questions?
 - m focus our attention on two things on this chart ...
 - n for coming and I hope it's been useful.
 - o for this? The reason is ...
 - p on this next slide, ...
 - q the end of my presentation.
 - r the main points again before I finish.
 - s to my third point, which is ...
 - t with a concrete example.

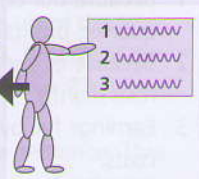
56.2 Complete the diagram below so that it includes all the twenty phrases from 56.1. You will see that eight phrases have already been used. Find and write the other twelve phrases by matching them with a picture clue.

Opening
 OK, let's get started. Can everybody see?




1 _____

2 _____





First point
 Right, let's begin with the first slide.



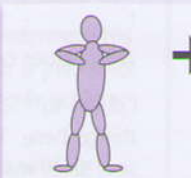
3 _____

4 _____

5 _____

Second point



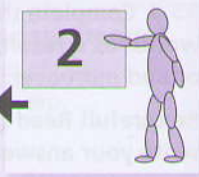

6 _____

7 _____

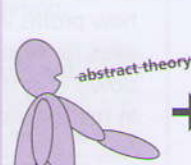
I'll come back to this in a moment.

8 _____

I'd like us to focus our attention on two things on this chart.

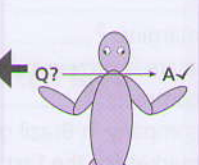



Third point
 This leads me to my third point, which is ...




9 _____

10 _____



Closing
 Just to summarize the main points again before I finish.

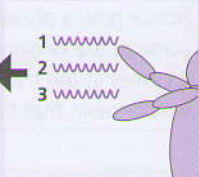


11 _____

12 _____

Right, that brings me to the end of my presentation.

Now, do you have any questions?



When you finish, look back at the whole sequence and read the phrases aloud. Can you see how these 'signpost phrases' help the audience to follow the presentation?