

56.3 Fill in the gaps with the words in the box.

about at back in in in into for
of on on on on to to to with

- Take a look _____ this picture. What does it tell you _____ our company?
- I've divided my talk _____ four main parts.
- Right, let's begin _____ the first slide.
- Let's move _____ the second point.
- This leads me _____ my third main point.
- I'll come _____ this in a moment.
(*'on' is possible in #6, but isn't the answer here.*)
- My own view _____ this is simple.
(*'of' is possible in #7, but isn't the answer here.*)
- I think there are three questions to focus _____.
- As you can see _____ this next slide, ...
(*'in' is possible in #9, but isn't the answer here.*)
- So, _____ conclusion, I hope that my talk has given you a good overview _____ our company.
- Thank you all _____ coming.
- Here's my email address _____ case you want to get _____ touch.

56.4 Complete the sentences with the pairs of words in the box.

anyone / comments brings / end digress / moment
examine / detail explain / again explain / concrete
highlight / diagram question / opinion scope / afterwards
time / question useful / background start / introducing

- Let me _____ by _____ myself.
- Just to _____ for a _____.
- It might be _____ to give a little _____ here.
- Let's _____ this in more _____.
- Let me _____ with a _____ example.
- I'd like to _____ two things on this _____.
- Does _____ have any _____?
- Right, that _____ me nearly to the _____ of my presentation.
- Sorry, can you _____ that _____?
- That's an interesting _____. What's your own _____?
- I think that's outside the _____ of this presentation, but I'm happy to discuss it with you _____.
- OK, I think there's _____ for one last _____.

56.5 Underline the correct words in italics in this extract from an internal presentation.

This next chart shows sales for our two main product lines, the Micro range and the Neka range. ¹Mark / Notice the scale on the vertical ²axis / axle – it shows the number of ³units / unities sold in thousands per month.

I'd like to ⁴draw / make your attention firstly to the black line, which shows sales of the Micro range. You can see how last year sales ⁵rose / have risen ⁶steady / steadily all through the year. Since the beginning of this year they ⁷continued / have continued to rise, ⁸although / in spite of at a slower pace.

On balance, these results are good – ⁹steady / steadily ¹⁰grow / growth is what we like to see. This generally positive picture is ¹¹due to / due from the performance and reliability of the Micro range, and the fact that our competitors have been slow to respond. ¹²Even so / Even though, we cannot be complacent. We have to build on this success going forward, and I want our sales teams to really focus ¹³about / on the Micro range ¹⁴over / from the next few months.

I'm going to set an ambitious target – to take sales of Micro products from their current level of 30,000 per month ¹⁵to / until a ¹⁶figure / number of 35,000 by the end of the year.

OK, now let's ¹⁷look at / look to the purple line on the chart, which shows sales of the Neka range. As you know, we launched this range in December of last year, and sales ¹⁸took off / were taking off immediately. For the first few months things ¹⁹were really looking good / had really looked good. We were expecting this because we ²⁰were doing / had done a lot of market research before the launch. ²¹However / Whereas, for no obvious reason, there ²²was / has been a ²³sudden / suddenly ²⁴drop / reduce in sales in recent weeks. The question is this: can we find out the ²⁵motives / reasons and what can we do ²⁶about / for it?

In a moment I'm going to open up the discussion and ask for your ²⁷comments / commentaries. But the implications are clear: it's ²⁸high / highly ²⁹chance / likely that we won't meet our target of 25,000 ³⁰by / for the end of the year.

