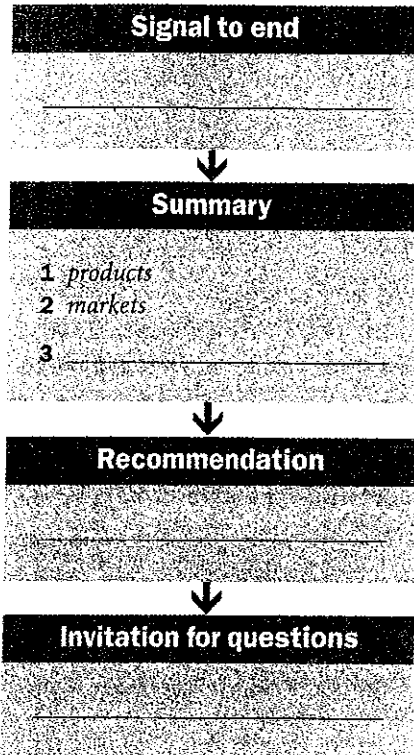
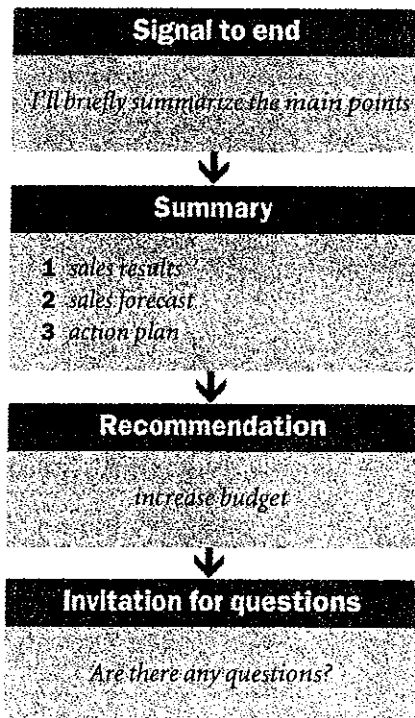


- 5 Watch Version 2 from 24.24 to 25.23 again and complete Joanna's presentation notes. Check your answers in the key on page 65.



Post-viewing

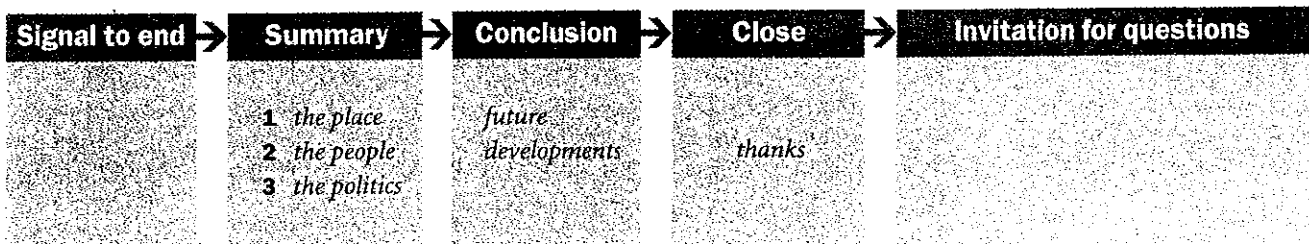
- 6 Use the information below to prepare and give the ending of a presentation.



- 2 The sentences a-e below are the end of a presentation, but they are in the wrong order. Put them into the right order. Check your answer in the key on page 65.
- a So, I'd now be glad to answer any questions.
 - b I sincerely hope you'll all go away with a more complete picture of the principal activities of UNEXCO.
 - c Very briefly, there are three. Firstly, fund-raising; secondly, publicity; and thirdly, political lobbying.
 - d So, that brings me to the end of this presentation.
 - e Finally, I'd like to leave you with something which I heard recently. 'You can't please all the people all the time, but we should certainly be able to feed all the people all the time.'
- 3 Make full sentences by matching the correct halves. The first one has been done for you. Check your answers in the key on page 65.
- a Before we come to the end,
 - b I'd be glad to answer
 - c To summarize,
 - d We can conclude
 - e In my opinion,
 - f I'd like to suggest
- 1 there are four major features.
 - 2 we start the discussion now.
 - 3 by quoting a well-known saying.
 - 4 we should reduce our costs.
 - 5 any questions now.
 - 6 I'd like to thank you for your participation.

Presentation practice

- 1 Use the information below to prepare and give the ending of a presentation on your home town.



- 2 Prepare and give the ending of a presentation on a professional subject of your choice. Include a recommendation, if appropriate.

Language focus Endings

Signalling the end

That brings me to the end of my presentation.
That completes my presentation.
Before I stop/finish, let me just say...
That covers all I wanted to say today.

Summarizing

Let me just run over the key points again.
I'll briefly summarize the main issues.
To sum up...
Briefly...

Concluding

As you can see, there are some very good reasons...
In conclusion...
I'd like to leave you with the following thought/idea.

Recommending

So, I would suggest that we...
I'd like to propose... (more formal)
In my opinion, the only way forward is...

Closing

Thank you for your attention.
Thank you for listening.
I hope you will have gained an insight into...

Inviting questions

I'd be glad to try and answer any questions.
So, let's throw it open to questions.
Any questions?

Indirect questions

Here's how to use them:

Introductory phrase + question word (or if) + positive sentence

Examples:

Where is Jack? > I was wondering if you know where Jack is?
When does Alice usually arrive? > Do you know when Alice usually arrives?

Here are some of the most common phrases used for asking indirect questions. Many of these phrases are questions (i.e., *Do you know when the next train leaves?*), while others are statements made to indicate a question (i.e., *I wonder if he will be on time.*).

Do you know ... ?
I wonder / was wondering
Can you tell me ... ?
Do you happen to know ... ?
I have no idea ...
I'm not sure ...
I'd like to know ...
Have you any idea ...

Form indirect questions. Work in pairs.

- | | |
|------------------------------------|--|
| a) Whose bag is this? | k) What do you mean? |
| b) How many guests are there? | l) Who is the song about? |
| c) What does he mean? | m) Can you come and help me? |
| d) When are they posting it? | n) What shall we start with? |
| e) Where has Peter gone? | o) Where would they like to sit? |
| f) Why is this on special offer? | p) How old is he? |
| g) Is there a hotel there? | q) Whose dog is that? |
| h) Does he speak French? | r) When does the next train to Prague leave? |
| i) How much time have we got left? | s) Why are you so late? |
| j) Why did she do that? | t) How much does it cost? |

Questions

116 Wilma Shriek the pop singer has just arrived in London from America. She's being interviewed by a journalist. Look at the journalist's notes and Wilma's answers. Then write the journalist's questions.



118

- | | | | | |
|---|-----------------------------------|-------|-------------------------------------|---|
| 1 | how long / be here? | | How long are you going to be here ? | Two months. |
| 2 | be / first visit to this country? | | Is this your first visit | No, it isn't. |
| 3 | when / be here before? | | | Five years ago. |
| 4 | why / come then? | | | For a holiday. |
| 5 | why / come this time? | | | To work. |
| 6 | do / a tour now? | | | Yeah, that's right. |
| 7 | how many cities / visit? | | | About twenty. |
| 8 | what / want to do after that? | | | Have a holiday. |
| 9 | have / message for your fans? | | | Yeah - come to our concerts and have a wild time. |

117 Lucy works in a tourist information office and has to answer a lot of questions. Read her answers and complete the questions using the words in brackets.

- 1 TOURIST: Do you know where the city maps are ? (city maps)
LUCY: Over there, on the other counter.
- 2 TOURIST: Can you tell me ? (this guidebook)
LUCY: £5.99.
- 3 TOURIST: I'd like to know (postcards)
LUCY: They're on the third shelf, beside the window.
- 4 TOURIST: Do you happen to know ? (the last bus)
LUCY: Yes, it leaves at half past ten on weekdays and ten at weekends.
- 5 TOURIST: Could you explain ? (this timetable)
LUCY: It's quite simple. You find your destination on the left and read the times across the page.
- 6 TOURIST: Please could you tell me ? (the museum)
LUCY: It's in the High Street, next to the library.
- 7 TOURIST: Do you know ? (the music festival)
LUCY: The last weekend of July.
- 8 TOURIST: I can't remember (the castle)
LUCY: It was built about 1450, so that makes it over five hundred years old.