

# Exercises

40.1

Fill in the missing words in these introductions to presentations.

- 1 Dr Anwar Musat will now \_\_\_\_\_ his research on soil erosion in Malaysian forests.
- 2 I'd now like to \_\_\_\_\_ on our next speaker, Eva Karlsson, to \_\_\_\_\_ (give two answers) her presentation.
- 3 Ladies and gentlemen, let's \_\_\_\_\_ University of Athens.
- 4 Thanks, everybody. So, Masanori is going to talk to us now \_\_\_\_\_ subject \_\_\_\_\_ 'Mental health issues in Japan'.
- 5 I'd like to \_\_\_\_\_ today's speaker, Dr Krishnan Gupta, who is going to \_\_\_\_\_ the topic of metal fatigue in rail tracks.

40.2

Rewrite these sentences by changing the words in bold so they are less formal. Remember that both formal and informal styles may be correct, but that it may not always be appropriate to be informal.

- 1 We need to consider family income too, but I'll return to that later.
- 2 So, to proceed to the next point, I'll omit item 4 on the handout and instead talk about number 5 in greater detail.
- 3 I'll try to finish by 3.30, but don't feel you need to ask permission to leave if you have a class or other appointment to go to.
- 4 There is a handout being distributed and I have some further copies too if anyone wants them.
- 5 I'll finish there as my time has come to an end.
- 6 We didn't want to make people uncomfortable by having a camera in the room.
- 7 Nevertheless, we did want to video as many of the sessions as possible.
- 8 I'd like to return to a point I made earlier about river management.
- 9 So, I believe our experiments have been successful. I shall end there. Thank you.
- 10 To return to the problem of large class sizes, I'd like to look at a study carried out in Australia in 2002.
- 11 I'll try not to exceed my time, so I'll speak for 30 minutes, to allow time for questions at the end.

40.3

Fill in the missing prepositions.

- 1 I'd like to focus \_\_\_\_\_ waterborne diseases in this presentation.
- 2 The situation \_\_\_\_\_ regard \_\_\_\_\_ exports has been very good in recent years.
- 3 I'd now like to turn \_\_\_\_\_ a different problem.
- 4 I always find it difficult to keep \_\_\_\_\_ just 30 minutes, so please tell me when I have five minutes left.
- 5 I'd like to begin \_\_\_\_\_ asking you all to do a small task.

40.4

Write six sentences you might hear during a presentation using appropriate combinations of the words in boxes A and B. You may use words in box A more than once.

- |       |         |              |         |          |         |           |
|-------|---------|--------------|---------|----------|---------|-----------|
| Box A | present | take         | raise   | make     | give    |           |
| Box B | issue   | presentation | results | overview | comment | questions |

FOLLOW UP

College and university libraries and departments often have audio or video recordings of talks, guest lectures and other presentations which can be borrowed. If you are able to do this, make a note of any useful words or expressions the speaker uses.