Presentation Skills | Answers 1

Beginner practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. A: Today I will talk about our class.

2. two

3. Let us look at the first point.

4. Possible answer: May I have your attention, please?

5. Model: Good morning, everyone. Today I will talk about our class project. First, I will explain our idea. Then I will show our plan.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

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Intermediate practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Possible response: Good morning. Today I will talk about our class. Thank you for your time.

2. My talk has two main parts: the problem and the solution. Accept any relevant extra detail.

3. Possible meaning: We will now discuss the first idea.

4. Possible response: May I have your attention, please? Accept any sensible supporting reason.

5. Model: Good morning, everyone. Today I will talk about our class project. First, I will explain our idea. Then I will show our plan.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

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Advanced practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Audience: a new professional contact. Possible wording: Good morning, Ms Perera. Today I will talk about our class.

2. Possible response: Let us look at the first point. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: May I have your attention, please?

4. Possible question: What will you explain first? It helps me understand the person or agree on the next step.

5. Model: Good morning, everyone. Today I will talk about our class project. First, I will explain our idea. Then I will show our plan. Possible difficulty: a listener is unsure. Calm response: Let me explain that another way.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.