Presentation Skills | Answers 2

Beginner practice

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

1. A: This chart shows our monthly sales.

2. from

3. The blue bar shows June sales.

4. Possible answer: Let me explain what this chart shows.

5. Model: We sold ten units in May and fifteen in June. June sales were higher. We should find out which change helped customers buy.

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

Presentation Skills | Answers 2

Intermediate practice

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

1. Possible response: Good morning. This chart shows our monthly sales. Thank you for your time.

2. Sales rose from ten to fifteen units. Accept any relevant extra detail.

3. Possible meaning: The blue column represents sales in June.

4. Possible response: Let me explain what this chart shows. Accept any sensible supporting reason.

5. Model: We sold ten units in May and fifteen in June. June sales were higher. We should find out which change helped customers buy.

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

Presentation Skills | Answers 2

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. This chart shows our monthly sales.

2. Possible response: The blue bar shows June sales. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: Let me explain what this chart shows.

4. Possible question: What may have caused the increase? It helps me understand the person or agree on the next step.

5. Model: We sold ten units in May and fifteen in June. June sales were higher. We should find out which change helped customers buy. 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.