EWS Academy

English with a Smile

Learn • Practice • Glow • Smile

Presentation Skills | Worksheet 1

Beginner practice | A one-minute introduction

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Choose a suitable opening for this situation: A one-minute introduction. A: Today I will talk about our class. B: Go away. C: I will not listen.

2. Fill the gap. My talk has ___ main parts: the problem and the solution. Use: two / under / across

3. Put these words in order: point / first / the / at / look / us / Let

4. Make this message polite: “You must listen to me.”

5. Open a short talk with your topic and two main points. Use short, simple sentences.

Speak your answers aloud. Clear meaning matters more than speed.

English with a Smile Academy | Koswatte, Battaramulla

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Extra 3 / 6 / 10 / 10+ sets with answers: charges apply.

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Intermediate practice | A one-minute introduction

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Write one sentence before and one sentence after this line: “Today I will talk about our class.”

2. Complete and extend this sentence with a useful detail: My talk has ___ main parts: the problem and the solution.

3. Explain the meaning of this line in simple English: “Let us look at the first point.”

4. Rewrite “You must listen to me.” politely. Add one reason.

5. Open a short talk with your topic and two main points. Add a reason or a follow-up question.

Speak your answers aloud. Clear meaning matters more than speed.

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Presentation Skills | Worksheet 1

Advanced practice | A one-minute introduction

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Adapt “Today I will talk about our class.” for a formal situation. Say who you are speaking to.

2. Expand “Let us look at the first point.” into two connected sentences. Add a practical next step.

3. Explain why “You must listen to me.” could cause a problem. Then write a fairer alternative.

4. Write a follow-up question about “A one-minute introduction”. Explain how it helps the conversation.

5. Open a short talk with your topic and two main points. Add one possible difficulty and a calm response. Use clear English.

Speak your answers aloud. Clear meaning matters more than speed.