

## Day 37

## Vocab Review

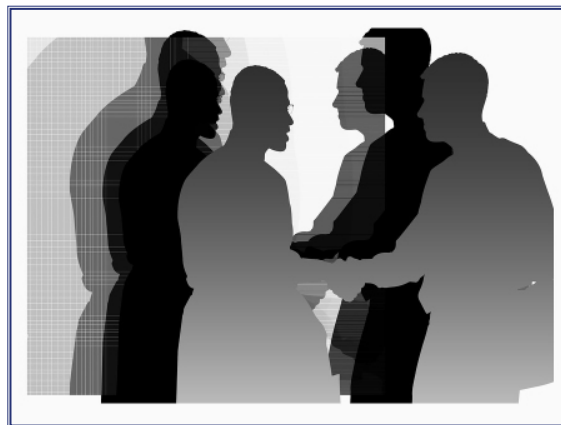
## Fill in the blanks.

1. I managed to c\_\_\_ three countries into a week's business trip.
2. My evening class o\_\_\_\_\_n by ten minutes.
3. This upturn in the country's economy is a splendid s\_\_\_\_\_t to the future.
4. They should adopt a more i\_\_\_\_\_ative approach.

## 3 Presentations



## Module 3.6 Concluding a presentation



## LEAD-IN What does the end of a presentation contain?

- What is the difference, if any, between a summary and a conclusion?



## Writing

1. Complete the gaps. The first letters are given to you.

So, that brings me t\_ almost the end o\_ my talk. I'd like to end w\_\_\_ a short r\_\_\_\_\_ of the m\_\_\_ point. The key i\_\_\_\_\_ is that . . .

Now, what are the l\_\_\_\_\_ that we can l\_\_\_\_\_ from this? Well, I think, most importantly, we h\_\_\_ t\_ build up . . . Thank you everyone f\_\_\_ listening.

- Is this a summary or a conclusion or is it both? Explain your answer.

2. Complete the gaps. The first letters are given to you.

That e\_\_\_ the main part of my talk. Now I'd like to s\_\_\_\_\_ the main points. . . . Now, turning to my c\_\_\_\_\_, I want to make three key r\_\_\_\_\_. Number one, . . . Number two, . . . And number three, . . . And that, ladies and gentlemen, c\_\_\_\_\_ my talk.

- Is this a summary or a conclusion or is it both? Explain your answer.


**Module 3.7 Handling the question and answer session**

**LEAD-IN** How do you end your presentation and invite questions and/or introduce discussion?

1. Listen and fill in the blanks.

- Signaling the end of the presentation
  - That \_\_\_\_\_ the formal part of my talk. Thank you all for listening.
  - I'm now \_\_\_\_\_ the end of my talk.
  - Well, this \_\_\_\_\_ me to the end of my presentation.
- Summary
  - Before I stop, let me go \_\_\_\_\_ my main points again.
  - To \_\_\_\_\_ up then, we ...
  - I'd just like to \_\_\_\_\_ through the main points again.
  - Just to \_\_\_\_\_ the main points of my talk ...
- Conclusion
  - We'd therefore \_\_\_\_\_ that we ...
  - What I'd like to \_\_\_\_\_ is ...
- Inviting questions and/or introducing discussion
  - Now, I'll be \_\_\_\_\_ to answer any questions you may have.
  - We have \_\_\_\_\_ an hour for questions and discussion.
  - Now, I'd like to \_\_\_\_\_ your comments.
  - Are there any questions or \_\_\_\_\_?

➤ **Handling questions**

2. Listen and fill in the blanks.

Handling questions is \_\_\_\_\_ by many speakers to be the most difficult part of a presentation. What is the best way to handle questions after a presentation? Well, the best way is to \_\_\_\_\_ very carefully. It can be useful to repeat or paraphrase the question. You repeat the point that the \_\_\_\_\_ makes. You can check it that way. It will also give you \_\_\_\_\_ to think.

● How do you handle questions?

Case 1: You understood the question, but it is difficult or impossible to answer

• That's a difficult question to answer \_\_\_\_\_ a few words. I don't have much experience in that \_\_\_\_\_. Perhaps the Sales Manager can help ...

Case 2: You understood the question, but it is irrelevant

• I'm afraid that's outside the \_\_\_\_\_ of my talk. If I \_\_\_\_\_ you, I'd discuss that with ...

Case 3: You did not understand the question

• Sorry, I'm not \_\_\_\_\_ I've understood your question. Could you repeat?

• I didn't \_\_\_\_\_ the last part of your question.

● How do you check that your answer is sufficient?

• Does that \_\_\_\_\_ your question?

Match each definition (A – E) with today's vocabulary word (1 – 5)

### DEFINITIONS

- A. to repeat something written or spoken using different words
- B. to say that someone or something is good or suitable for a particular purpose
- C. to get close to something
- D. an important subject or problem that people are discussing
- E. a person who asks a question

1. near (v)
2. questioner
3. paraphrase
4. recommend
5. issue

Fill in the blanks.

1. I'm pleased to say the project is n\_ \_ \_ing completion.
2. I'll have to p\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ se it because I didn't get a chance to memorize it.
3. Can you r\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ d a good wine to go with this dish?
4. Jack has raised a very important i\_ \_ \_ \_ e.

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