

## GBS Day36

Fill in the blanks.

**Answer Key:** 1. numerical 2. verbal 3. fluctuated 4. sequential 5. y-axis

### Writing

➤ Put the words in the right order to make typical sentences from signpost language.

**Answer key:**

1. Let's go back to what we were discussing earlier.
2. So that concludes the introduction.
3. This brings me to the end of my first point.
4. There are three types of business plans that we have to think about.
5. I'd like to sum up the main points.
6. Where does this lead us?
7. First the background, then the present situation, and then the prospects for the future.
8. There are two steps involved.
9. Let me briefly summarize what I've said so far.

### Listening

1. Listen and fill in the blanks.

#### ➤ What to avoid

The most common mistake with presentations is trying to cram in too much information – you either end up talking too fast, or overrunning the time limit.

Start with an introduction that sets out the structure, followed by the main body consisting of 3 (or 4) main points, each followed by evidence to support these, and finish with a brief summarizing conclusion.

2. Listen and fill in the blanks.

#### ➤ Supporting information

Choose your supporting information carefully. This helps your audience understand, believe in and agree with your main points. This evidence might take the form of factual data, points of detail or an explanation of process. It might be presented in imaginative ways using visuals. Think about:

- what will add clarity to your argument (explaining complex terms)?
- what will add authority to your argument (quoting experts)?
- what will add color to your argument (showing a video clip or a slide)?

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

**Answer Key:**

A- 3; B- 4; C-1; D-5; E-2;

Fill in the blanks.

**Answer Key:** 1. cram 2. overran 3. signpost 4. imaginative