

GBS Day37

Fill in the blanks.

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

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

Answer key:

Summaries restate what has already been said during the main body of the talk, while a conclusion often contains a message which grows out of the information described in the main body of the talk. It may contain lessons learned, recommendations, next steps.

Writing

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

So, that brings me to almost the end of my talk. I'd like to end with a short restatement of the main point. The key issue is that . . .

Now, what are the lessons that we can learn from this? Well, I think, most importantly, we have to build up . . .

Thank you everyone for listening. . .

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

That ends the main part of my talk. Now I'd like to summarize the main points. . . . Now, turning to my conclusion, I want to make three key recommendations. Number one, . . . Number two, . . . And number three, . . . And that, ladies and gentlemen, completes my talk.

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

Answer key:

Both: the first part is a summary, then comes the conclusion, containing the speaker's three recommendations.

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

2. Listen and fill in the blanks.

Handling questions is thought 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 listen very carefully. It can be useful to repeat or paraphrase the question. You repeat the point that the questioner makes. You can check it that way. It will also give you time 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 in a few words. I don't have much experience in that field. Perhaps the Sales Manager can help . . .

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

- I'm afraid that's outside the scope of my talk. If I were you, I'd discuss that with . . .

Case 3: You did not understand the question

- Sorry, I'm not sure I've understood your question. Could you repeat?
- I didn't catch the last part of your question.

● How do you check that your answer is sufficient?

- Does that answer your question?

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. nearing 2. paraphrase 3. recommend 4. issue