

Presentations

<p>Chapter 1 Introducing a presentation</p>	<ul style="list-style-type: none"> ■ phrases for describing what people do in their jobs. ■ how to talk about results and reasons. ■ ways to talk about future intentions. 	<ul style="list-style-type: none"> ■ introducing a presentation. ■ saying what their presentation is about. 	<ul style="list-style-type: none"> ■ phrases for describing roles in a project. ■ phrases for talking about the content of a presentation. ■ ways to talk about future intentions. 	<ul style="list-style-type: none"> ■ introducing a presentation. ■ saying what their presentation is about. ■ introducing themselves and their colleagues.
<p>Chapter 2 The key elements of a presentation</p>	<ul style="list-style-type: none"> ■ phrases for talking about presentation techniques. ■ phrases for starting a presentation. ■ how to use the present perfect tense. 	<ul style="list-style-type: none"> ■ thinking about the key elements of a presentation. ■ preparing for a presentation. 	<ul style="list-style-type: none"> ■ phrases to explain the structure of a presentation. ■ phrases to link sections of a presentation. ■ how to make sentences with <i>not only ... but also ...</i> 	<ul style="list-style-type: none"> ■ thinking about the key elements of a presentation. ■ preparing a presentation. ■ explaining the structure a presentation.
<p>Chapter 3 Referring to visuals</p>	<ul style="list-style-type: none"> ■ phrases for referring to visuals in a presentation. ■ ways to talk about graphs, charts and other visuals. ■ how to use conditional sentences with <i>if</i>. 	<ul style="list-style-type: none"> ■ referring to visuals. ■ talking about information in graphs. 	<ul style="list-style-type: none"> ■ phrases for referring to visuals in a presentation. ■ ways to talk about graphs, charts and other visuals. ■ how to use conditional sentences. 	<ul style="list-style-type: none"> ■ referring to visuals. ■ talking about information in graphs and charts.
<p>Chapter 4 Concluding a presentation</p>	<ul style="list-style-type: none"> ■ phrases for summing up the content of a presentation. ■ phrases for concluding a presentation. ■ how to deal with questions. ■ how to make conditional phrases with <i>if</i> and <i>would</i>. 	<ul style="list-style-type: none"> ■ summing up and concluding a presentation. ■ making conditional phrases with <i>if</i> and <i>would</i> 	<ul style="list-style-type: none"> ■ phrases for summing up the content of a presentation. ■ phrases for inviting questions. ■ phrases for concluding a presentation. ■ how to make suggestions with <i>How about if ...</i> 	<ul style="list-style-type: none"> ■ summing up and concluding a presentation. ■ making conditional sentences.
<p>Chapter 5 Answering questions</p>	<ul style="list-style-type: none"> ■ phrases for answering questions from the audience. ■ phrases for discussing how well a presentation went. ■ words for linking and contrasting ideas. 	<ul style="list-style-type: none"> ■ answering questions from the audience. ■ discussing how well a presentation went. ■ linking and contrasting ideas. 	<ul style="list-style-type: none"> ■ phrases for answering questions from the audience. ■ phrases for discussing how well a presentation went. ■ how to give feedback on a presentation. ■ how to use the passive. 	<ul style="list-style-type: none"> ■ answering questions from the audience. ■ using the passive to give formal answers.