

Upper Intermediate – Making Presentations

VOCABULARY

Products

equipment
gear
model
outdoor
portable
range

Presentation stages

introduction
detailed information
summary
questions

Visual support

bar chart
floor plan
flowchart
line graph
map
organigram
pie chart
table

Tourist activity

basis	courtesy
booking	enhancement
brochure	flat rate
budget	guest
client	rates
complimentary	staff
comprehensive	

Describing changes

increase	fall
go up	decline
climb	halve
grow	drop
rise	decrease
double	

flatten out
remain the same
be constant
be steady
level off

Adverbs

slightly
fractionally
marginally
dramatically
considerably
substantially

GRAMMAR

Persuasive language

wherever you want
whenever you want
whatever you want
in your own time
at your own speed
take advantage of
find out more
this ensures that

Formal language

In the event that ...
Should you require ...
... is required
Should you wish to ...
Please note that ...

Making something possible

This **enables** you to ...
This **means** that you can ...

By + -ing form

You get a discount **by pre-selling** the tours.

Rhetorical questions

How is this done?
How can we do this?
So what's the best way to do this?
Wouldn't it be wonderful to be able to ...?

USEFUL PHRASES

Introducing

First of all, ...

Firstly, ...

Next, ...

After that, ...

Finally, ...

Summarising

To summarise, ...

All in all, ...

To conclude, ...

Introducing visuals

If you look at the map, ...

As you can see, ...

Let's look for a moment ...

Marking a new stage

Firstly, I would like to welcome you all ...

I would just like to mention ...

Now, does anybody have any questions?

Finally, I would like to add ...

I would like to hand you over to ...

Inviting questions

Does anybody have any questions?

Checking understanding

Does that answer your question?

Is that clear?

Responding to questions

I'm afraid I don't know.

I'm glad you brought that up.

To answer your first question, ...

As far as I know, ...