



INGLESE PER PRESENTAZIONI

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ENGLISH FOR PRESENTATIONS



Getting started

- Welcome audience
- Introduce yourself
- Say what the topic is
- Explain why audience will be interested

Welcoming the audience

- Good morning/afternoon, ladies and gentlemen
- Hello/Hi, everyone
- First of all, let me thank you all for coming here today
- I'm happy/delighted that so many of you could make it today

Introducing yourself

- Let me introduce myself, I'm ... from...
- For those of you who don't know me
- As you probably know, I'm...
- I'm head of logistics here at ...

Saying what your topic is

- As you can see on the screen, our topic today is...
- The subject of my presentation is...
- I'd like to talk about...
- I'm here to tell you about...
- My presentation is about...

Explaining why your topic is relevant for your audience / engaging

- My topic is particularly relevant for those of you/us who...
- Today's topic is of particular interest to those of you/us who...
- By the end of this talk you will be familiar with...
- I'd be happy if my presentation offered you a valuable insight on...

Formal / Informal

- Good afternoon / Hi, everyone
- Today I would like to / Today I'm going to talk about
- Let me just start by introducing myself. My name is / As you know I'm
- It's a pleasure to welcome you today / It's good to see you all here
- In my presentation I would like to report on / What I want to do today is
- The topic of today's presentation is / in this talk I'll tell you about
- I suggest that we begin now / OK, let's get started
- I'm aware that you all have pretty tight schedules / I know you are all very busy

Organization - timing

- my presentation will take about 20 minutes
- it should take about 30 minutes to cover these issues

Handouts

- Does everybody have a handout / report / scheme?
Please take one, and pass them on
- Don't worry about taking notes, I've put all the important statistics on a handout for you
- I'll be handing out copies of the PowerPoint slides at the end of my talk
- You are going to get a presentation summary via email

Questions

- There will be time for questions at the end of the presentation
- If you have any questions, feel free to interrupt me at anytime
- Feel free to ask questions at anytime during my talk

Openings / getting audience's attention



•Is market research important for brand development? /
Do we really need quality assurance?

•According to an article I read recently, the corona virus will lead to a crisis of both offer and demand /
Did you know that fast food consumption has increased by 600% in Europe since 2002?

•Suppose you want to set up a call center. How would you go about it? What would be your first step? (collect feedback, consider team work or pair work)

Signposting phrases

- In this part I'd like to tell you about / We are about to examine an interesting graph
- This leads directly to the next part of my talk / before I move on to the next point / this brings us directly to my point, which is price
- This brings me to the conclusion of my second point:...
- As I mentioned before,... / As I said earlier,... / let's go back for a moment to...
- I'd like to sum up the main passages / Let me briefly summarize what I've said so far

Saying numbers

- 2m – two million
- 1.6bn – one point six billion
- $1/3$, $3/4$ – one-third, three-quarters
- 235m² - Two hundred and thirty-five square meters
- 98% - ninety-eight per cent
- \$150,000 – one hundred and fifty thousand dollars

Approximating numbers



90,083

.(90,083) → We sold **a little more than / just over** 90,000 app subscriptions

14.8%

.14.8% → **nearly / around** 15% of customers expressed mild criticism

£ 1.98m

£1.98m → We will be spending **approximately / roughly** 2m pounds on this technology

\$ 3.97

.\$3.97 → it will cost **a little less / just about** 4 dollars per item

389 sqm

.389m² → the new office is **about / almost** four hundred square meters

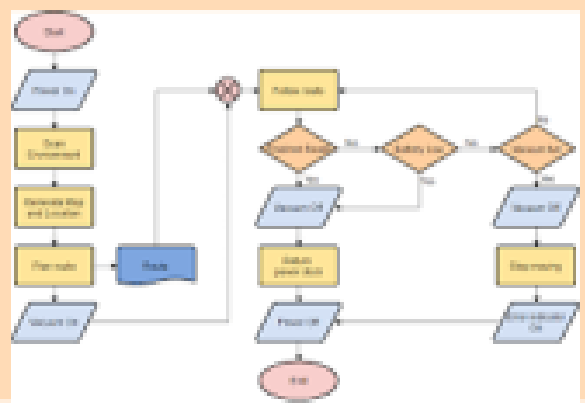
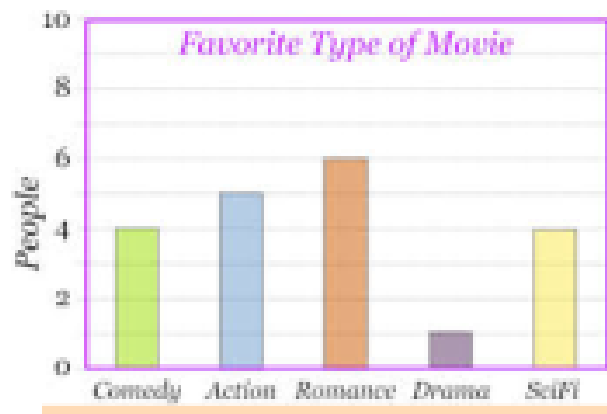
Introducing sensitive topics

- I think we first need to **identify** the problem
- Of course we'll need to **clarify** a few points before we start
- We will have to **deal with** a scenario of inflated prices
- The question is: why don't we **tackle** the distribution problems
- If we don't **solve** this problem now, we'll get into trouble soon
- We should **take care of** the logistics by implementing the transport sector

Emphasizing important points

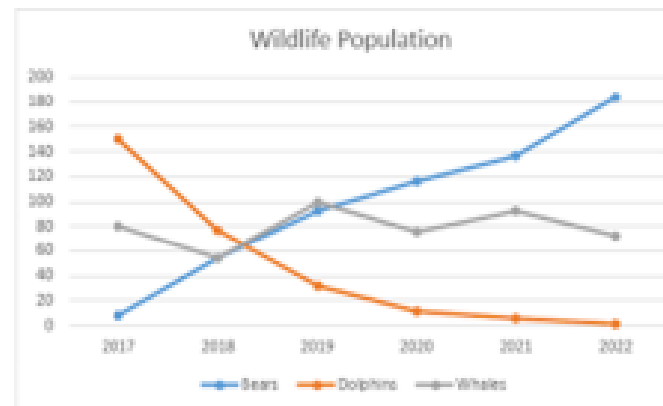
- I'd like to **stress / draw your attention to** the following table
- **What** is really important to know beforehand, is how much we are prepared to invest
- So, where do we go from here?
- It would be **completely wrong** to change our strategy at this point

Visual tools



Explaining a visual: commenting a graph

- Decline, fall, go down, slump, plunge, decrease, drop
- Fluctuate, stabilize, remain stable, stay the same
- Increase, rise, pick up, rocket, climb, double, expand, reach a high



Talking about trends (past simple & present perfect)

- The number of tourists **has risen** to 2.6 million
- The oil industry **raised** prices last year
- Our export business **almost doubled** between May and July
- The Chinese economy **has grown rapidly** over the past few months
- The number of investors **has declined** since 1998 (ongoing trend)
- Oil costs **have fallen steadily** since January
- Between January and March the orders **have been fluctuating**

Language focus

- Present Perfect tenses

- Conditional sentences

present perfect and past simple

present perfect simple: have / has + past participle (worked, seen, etc.)

1 past experiences 1 42

I've **been** to London, but I **haven't been** to Oxford.
 Have you ever **lost** your credit card?
 Sally **has never met** Bill's ex-wife.

2 recent past actions

I've **cut** my finger!
 Too late! Our train **has just left**!

3 with yet and already (for emphasis)

I've **already seen** this film twice. Can't we watch another one?
 My brother **hasn't found** a new job yet. He's still looking.
 Have you **finished** your homework yet? No, not yet.

- 1 We use the present perfect for past experiences, when we don't say exactly when they happened.
 - We often use *ever* and *never* when we ask or talk about past experiences. They go **before** the main verb.
- 2 We use the present perfect for recent past actions, often with *just*.
 - *just* goes **before** the main verb.
- 3 We also use the present perfect with *yet* and *already*.
 - *already* is used in **(+)** sentences and goes **before** the main verb.
 - *yet* is used with **(-)** sentences and **(?)**. It goes **at the end** of the phrase.
 - For irregular past participles see **Irregular verbs** p.165.

past simple (worked, stopped, went, had, etc.)

They **got** married last year. 1 43
 What time **did** you **wake up** this morning?
 I **didn't have** time to do my homework.

- Use the past simple for finished past actions (when we say, ask, or know when they happened).

present perfect or past simple?

I've **been** to Madrid twice. 1 44
 (= in my life up to now)
 I **went** there in 1998 and 2002.
 (= on two specific occasions)
 I've **bought** a new computer.
 (= I don't say exactly when, where, etc.)
 I **bought** it last Saturday. (= I say when)

- Use the present perfect (NOT the past simple) to talk about past experiences and recent past actions **when we don't specify a time**.
- Use the past simple (NOT the present perfect) to ask or talk about finished actions in the past, **when the time is mentioned or understood**. We often use a past time-expression, e.g. *yesterday*, *last week*, etc.

- a Complete the mini dialogues with the present perfect form of the verb in brackets and an adverb from the list. You can use the adverbs more than once.



already ever just never yet

- A Why are you smiling?
 B I've just found a €50 note! (find)
- 1 A _____ you _____ a flight online? (book)
 B Yes, of course. I've done it loads of times.
- 2 A When are you going to buy a motorbike?
 B Soon, I _____ nearly €1,000. (save)
- 3 A _____ you _____ the electricity bill _____? (pay)
 B No, sorry, I forgot.
- 4 A _____ your parents _____ you money? (lend)
 B Yes, but I paid it back as soon as I could.
- 5 A How does eBay work?
 B I don't know. I _____ it. (use)
- 6 A What are you celebrating?
 B We _____ a prize in the lottery! (win)
- 7 A Why haven't you got any money?
 B I _____ my salary. I bought a new tablet last week. (spend)
- 8 A Would you like a coffee?
 B No, thanks. I _____ one. (have)

- b Right or wrong? Tick ✓ or cross ✗ the sentences. Correct the wrong sentences.

I've never been in debt. ✓

How much has your new camera cost? ✗

How much did your new camera cost?

- 1 Dean has just inherited €5,000 from a relative.
- 2 Did your sister pay you back yet?
- 3 We booked our holiday online a month ago.
- 4 When have you bought that leather jacket?
- 5 They've finished paying back the loan last month.
- 6 We haven't paid the gas bill yet.
- 7 Have you ever wasted a lot of money on something?
- 8 I'm sure I haven't borrowed any money from you last week.
- 9 I spent my salary really quickly last month.
- 10 Have you seen the Batman film on TV yesterday?

present perfect + for / since, present perfect continuous

present perfect + for / since

- They've **known** each other for ten years. (1-47)
- Julia **has had** that bag since she was at university.
- A How long **have** you **worked** here?
 B Since 1996.
- A How long **has** your brother **had** his motorbike?
 B For about a year.

- We use the present perfect + for or since with **non-action verbs** (e.g. like, love, know, etc.) to talk about something which started in the past and is still true now.
 They've known each other for ten years. (= they met ten years ago and they still know each other today)
- We use How long...? + present perfect to ask about an unfinished period of time (from the past until now).
- We use for + a period of time, e.g. for two weeks, or since + a point of time, e.g. since 1990.
- Don't use the present simple with for / since, NOT They know each other for a long time.

present perfect continuous: have / has been + verb + -ing

- 1 How long **have** you **been learning** English? (1-48)
 Nick **has been working** here since April.
 They've **been going out** together for about three years.
- 2 Your eyes are red. **Have** you **been crying**?
 No, I've **been cutting** onions.




- 1 We use the present perfect continuous with for and since with **action verbs** (e.g. learn, work, go, etc.) to talk about actions which started in the past and are still true now.
 - Don't use the present continuous with for / since, NOT I am working here for two years.
- 2 We can also use the present perfect continuous for continuous or repeated actions which have been happening very recently. The actions have usually just finished.

I've (I have) You've (You have) He / She / It's (He has) We've (We have) They've (They have)	been working here for two years.
--	----------------------------------

I haven't (I have not) You haven't He / She / It hasn't We haven't They haven't	been working here for two years.
---	----------------------------------

Have you been working here for two years?	Yes, I have.	No, I haven't.
Has she been working here for two years?	Yes, she has.	No, she hasn't.

 **work and live**
 Work and live are often used in either present perfect simple or present perfect continuous with the same meaning.
 I've **lived** here since 1980.
 I've **been living** here since 1980.

a Correct the mistakes.

Harry is unemployed since last year.

Harry has been unemployed since last year.

- 1 We've had our new flat since six months.
- 2 Hi Jackie! How are you? I don't see you for ages!
- 3 How long are you knowing your husband?
- 4 Emily has been a volunteer for ten years ago.
- 5 Paul doesn't eat anything since yesterday because he's ill.
- 6 It hasn't rained since two months.
- 7 How long has your parents been married?
- 8 They're having their dog since they got married.
- 9 I haven't had any emails from my brother for last Christmas.
- 10 My grandmother lives in the same house all her life.

b Make sentences with the present perfect simple or present perfect continuous (and *for / since* if necessary). Use the present perfect continuous if possible.

1 I / work for a charity / eight years

I've been working for a charity for eight years.

- 1 we / know each other / we were children
- 2 the children / play computer games / two hours
- 3 your sister / have that hairstyle / a long time?
- 4 I / love her / the first day we met
- 5 my internet connection / not work / yesterday
- 6 how long / you / wait?
- 7 I / be a teacher / three years
- 8 it / snow / five o'clock this morning
- 9 Sam / not study enough / recently
- 10 you / live in London / a long time?

Trends (adjective and adverbs)

- There was a **sudden increase** in prices
- We noticed a **moderate fall** in August
- This was followed by a **gradual decline**
- We can't help but noticing a **dramatic fall**
- -----
- Sales **increased slightly** in November
- Over the past few years the number **has dropped significantly**
- Last month the sales **went up sharply**
- This rocketing sales scenario **explains well** the investors' excitement

Introducing options & suggestions

- If we speed up the registration process, we'll be able to get more people on board
- It would be great if we had more resources to allocate to the marketing department... maybe in the near future there's going to be a margin for that

first and second conditionals

first conditional

- 1 If I **have** time, I'll **write** my CV tonight. (2) 45 (j)
If you **don't work** hard, you **won't get** promoted.
- 2 If he **does** well at school, he **can go** to a good university.
I **might (may)** go back to college if I **can't find** a job.
If you **apply** for that job, you **must prepare** an up-to-date CV.
If they **fail** their exams, they **should take** them again.
- 3 If you **get** an interview, **think** carefully about what to wear.

We use the first conditional to talk about a possible future situation and its consequence.

- 1 The first conditional normally uses *if* + present simple, *will* / *won't* + infinitive.
- 2 We can also use other modal verbs instead of *will*, e.g. *can*, *might*, *may*, *must*, or *should*.
- 3 We can also use an imperative instead of *will*.



Unless

We can use *unless* instead of *if... not* in conditional sentences.

I won't come unless you come too. (= I won't come if you don't come too.)

second conditional

- 1 If I **had** more money, I **wouldn't need** evening work. (2) 46 (j)
If they **offered** you a part-time job, **would you accept** it?
- 2 I **might meet** more people if I **lived** in a hall of residence.
You **could apply** for a scholarship if you **got** a place to study in the US.
- 3 If he **was (were)** here, he'd **know** what to do.
I'd **take** it back to the shop if I **were** you.

We use the second conditional to talk about a hypothetical or imaginary situation, or one that we *don't* think is a possibility.

- 1 The second conditional normally uses *if* + past simple, *would* / *wouldn't* + infinitive.
- 2 We can use *might* or *could* instead of *would*.
- 3 When we use *be* in the *if* clause, we can use *was* or *were* after *I* / *he* / *she* / *it*.
However, in the phrase *if I were you*, which is often used to give advice, only *were* is used. NOT *if I was you*.



First or second conditional

The conditional we use depends on how likely the condition is. Compare:

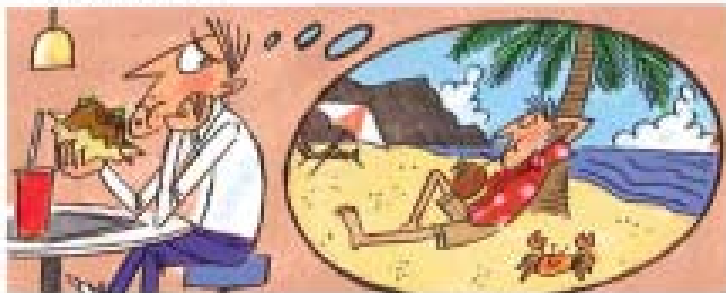
if I have more time, I'll do it. (I think it's a real possibility that I'll have time.)

if I had more time, I'd do it. (I think it's unlikely or impossible that I'll have more time.)

a. **Circle** the correct form.

If I go to university, I'd study / **I'll study** engineering.

- 1 If she had her own car, she *doesn't* / *wouldn't* need to borrow yours.
- 2 If I *had* / *have* a good degree, I'll get a better job.
- 3 You *wouldn't* always be late for work if you *get* / *got* an earlier bus.
- 4 We can't help you unless you *tell* / *told* us what the problem is.
- 5 If you *find* / *found* your phone, you can send me a text later.
- 6 You'd / You'll save time if you did your shopping online.
- 7 I *won't* / *wouldn't* go there unless I really had to.
- 8 They'd enjoy life more if they *didn't* / *don't* study all the time.
- 9 If you can't / *couldn't* find the street, just give me a ring.
- 10 If I *earned* / *earn* more, I could afford to go on an exotic holiday.



b. Complete the sentences with the verbs in brackets.

I *wouldn't want* to do research if I didn't enjoy working on my own. (not want)

- 1 If I _____ to stay at university, I'll probably do a PhD or a master's degree. (decide)
- 2 If you didn't spend so much on clothes, you _____ borrow money all the time. (not have to)
- 3 I think my sister and her boyfriend _____ soon, if they can afford to pay for the wedding. (get married)
- 4 If I have time over the summer, I _____ for an internship. (apply)
- 5 I think Andy might get a scholarship if he _____ on working hard. (keep)
- 6 If we _____ a bigger house, we could rent a couple of rooms to students. (buy)
- 7 I might enjoy my job more if I _____ such awful colleagues. (not have)
- 8 If I _____ get a job, I won't retake my exams. (can)
- 9 My tutor says I must attend all the seminars if I _____ to fail. (not want)
- 10 I'd get more job offers if I _____ better qualified. (be)

Useful phrases to sum up...

- I'll just run through the three different options
- We'd suggest...
- Now I'd be happy to answer any questions you may have
- We'd therefore recommend that we...
- Before I stop, let me point out the two key-concepts we should really bear in mind
- Well, this brings me to the end of my presentation

Using your voice (and non verbal language) effectively

- We all know that this is an **extremely** difficult market (it's more than just difficult)
- We **all** know that this is an extremely difficult market (you and I agree on this)
- **We** all know that this is an extremely difficult market (but they don't)

Let's try to read these examples!

- I'd like us to work out a strategy (1 – just us and nobody else, 2 – a plan is important)
- This is not the only option (1 – there might be others, 2 – I have a better one)
- Sales this month have been quite good (1 – but not brilliant, 2 – we are happy)
- There hasn't been a dramatic increase in production costs (1 – but there has been an increase, 2 – the increase was in staff costs)

conclusions

- Keep it simple
- don't overload your slides
- don't read, interact
- Get to 2, 3 main points
- Sum up to help memorization and highlight key concepts

Seguici sui social



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