

7.4 FUNCTIONS FILE

Giving talks and presentations

- ① Complete the extracts from a presentation in A with the words or phrases in B. Then rearrange the extracts into a logical order.

A	B
1 _____ any questions?	let's
2 As you _____, this diagram shows the development process.	glad
3 First, I'd like to outline new product development, _____ focus on a specific case and, finally, I'll go over some possible improvements for the future.	attention
4 If you _____, we'll leave any questions till the end.	brings me
5 I'll _____ about this later.	don't mind
6 I'm _____ you asked that question.	say more
7 So, _____ start with new product development.	can see
8 Thank you for your _____.	then I'll
9 That _____ to the end of my presentation.	going to
10 Today I'm _____ talk about product innovation.	are there

- ② Work in pairs or small groups. You work in the new projects department for a multinational leisure and holiday resort company. Read the memo below from your CEO and discuss your answers to the questions.

To: New projects department

From: CEO

Subject: New theme park

Due to increased competition and lower turnover, the Board of Directors has decided to develop a new project for a theme park. This will be based on the concept of water, including the sea and marine life, rivers, rain, etc. However, at this stage there are no other specifications for the project. We therefore need more specific recommendations, based on detailed information, concerning the location of the theme park. These recommendations will be presented to the Board on the 15th of next month at a top-level meeting. The company's final investment decision will depend on the information provided at this meeting.

- 1 Why does your company need to set up a new theme park?
- 2 What is the general concept of the new theme park?
- 3 Which of the following aspects should you include in your presentation? Are there any other important aspects?

local government	potential visitors	transport	location	cost
accommodation	available workers	available land	climate	problems

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- 3 In your pairs or groups, use the information on your card to prepare a presentation on a possible location for the new theme park. If necessary, add extra information and recommendations and/or prepare a diagram or graph.
- 4 After hearing all the presentations, discuss which recommendation is the best and then take a vote.

Site A

No. of inhabitants within 100 km	3 million
Proximity to road/rail/plane	motorway: 2 km, train: 10 km, airport: 35 km
Climate	summer: humid and hot, winter: quite foggy
Area that can be developed	250,000 square metres
Existing facilities	beachside hotels
Other attractions	beach
Possible problems	area already very developed
Other information	popular summer resort
Investment needed	€ 85 million

Site B

No. of inhabitants within 100 km	7 million
Proximity to road/rail/plane	motorway: 1 km, train: 1 km, airport: 5 km
Climate	summer: quite hot, winter: cold and wet
Area that can be developed	80,000 square metres
Existing facilities	many – in large city
Other attractions	shopping malls, cinema, restaurants, etc.
Possible problems	limited area available; high price of land
Other information	site on disused port area
Investment needed	€ 145 million

Site C

No. of inhabitants within 100 km	2.5 million
Proximity to road/rail/plane	motorway: 19 km, train: 5 km, airport: 75 km
Climate	summer: dry and quite hot, winter: quite chilly
Area that can be developed	430,000 square metres
Existing facilities	none
Other attractions	ski resorts
Possible problems	protection of natural environment
Other information	popular area for skiing
Investment needed	€ 60 million
