

## **PRACTICE: Introducing talks**

**A** Here are the introductions to two different presentations. Separate the two presentations and put them in the correct order.

a At the end I will suggest practical ways in which you as managers can motivate both yourselves and the people who work for you.

b Good morning ladies and gentlemen, and welcome to our session on the dynamics of motivation.

c Then I will give a short demonstration of our prototype and explain what we have already achieved.

d Please feel free to raise questions at any time on technical or financial aspects of the project and I shall do my best to answer them.

e To begin with, I shall outline the main goals of the project.

f I would like to ask you to keep any questions you may have until the end, when I hope we will also have time to discuss your personal experiences and particular work situations.

g Finally, I shall move on to the major commercial applications and potential returns on investment.

h I will then turn to what we really mean by motivation, and look at the internal and external factors that play a part in creating it.

i Good afternoon ladies and gentlemen. I would like to talk to you this afternoon about why we feel our interactive video project is worth investing in.

j I shall start by looking at why motivation is so important and why the ability to motivate is a vital management skill.