

Presentation 1

b

Presentation 2

i

B Read this introduction to a presentation. Choose the correct words or phrases in *italics*.

Good afternoon, ladies and gentlemen and welcome (1) *in/to/for* our seminar on corporate property management. I would like to (2) *begin/starting/commence* by (3) *drawing/telling/outlining* some of the main (4) *explanations/matters/issues* in corporate property management (5) *so that/for/in order* you will be able to judge whether your company is devoting sufficient time to this question.

I will then (6) *look/turn/change* to some of the legal and financial (7) *queries/aspects/pieces* of property management, and will (8) *tell/look/explain* how your companies may be affected by current and future legislation. I will (9) *illustrate/give examples/discuss* of the kinds of problems our clients have faced and explain what was done to solve them.

I will finish (10) *by/with/in giving* a brief résumé of the consultancy service that we offer, and I will explain what you (11) *need/shall/should* do if you would like to look into the matter further.

As we are rather (12) *hurried/pressed/short* for time, I would be grateful if you could (13) *rest/stay/save* any questions you may wish to (14) *rise/raise/raise* until the end, when I will (15) *do/make/have* my best to answer them.

C Below you will see extracts from a presentation. You must complete each blank with a word or phrase from the list below. Use each item from the list once only.

purpose *First of all,* *up to date* *at such short notice*
priorities *May I begin* *to sum up* *On the contrary,*