



PRESENTATIONS

Nakon sastanaka, logično je da krenemo u smjeru prezentacija. (Rješenja zadataka iz lekcije Business English – Lesson 19 – Meetings nalaze se ispod Lekcije 12 – Presentations.)

Koje od ovih fraza pripadaju uvodnom dijelu prezentacija?

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| a) <i>Let me introduce myself.</i> | e) <i>As we saw earlier, ...</i> |
| b) <i>Let's continue with.</i> | f) <i>Let's begin by...</i> |
| c) <i>I've divided my talk into three parts.</i> | g) <i>To sum up, ...</i> |
| d) <i>That's all about...</i> | h) <i>Finally, a few words about...</i> |

Provjerimo...

Svaka dobra prezentacija sastoji se od 3 dijela – uvodnog, središnjeg i završnog dijela prezentacije.

U uvodnom dijelu predstavljamo sebe i svoju prezentaciju te govorimo slušateljima o čemu će biti riječ. Ovdje koristimo izraze poput: **Thanks for coming to my presentation. Today I will talk about... My presentation is divided into ___ parts. First I will talk about... Then,... Next... Finally... I'll be pleased to answer any questions at the end of my talk.**

U središnjem dijelu govorimo o samoj svrsi prezentacije, tj. dajemo više informacija o samom predmetu prezentacije. Za ovaj dio prezentacije možemo upotrijebiti izraze kao što su: **Firstly,... Let me start with... Secondly,... As you know... Take a look at... As you can see... Let's now move on to... As we mentioned earlier... In other words... And finally...**

U završnom dijelu sumiramo glavne točke prezentacije i ukoliko je potrebno, odgovaramo na pitanja. Prezentaciju možemo završiti nekim od sljedećih izraza: **This brings me to the end of my talk. To sum up, ... To summarize, ... To conclude... Thank you very much for listening to my talk. Thank you all for coming. Are there any questions? Thank you for your questions.**



Nakon uvodnog dijela, popunite sljedeću prezentaciju riječima koje nedostaju.

G_____ m_____, e_____.

T_____ you for coming to my presentation.

Today I will t_____ about our company LingoLero Ltd.

My presentation is d_____ into 3 parts. F_____, I'll s_____ with some general facts. N_____, I'll g_____ you some basic info about what we do, and f_____, I'll explain what makes us different from our competition.

L_____ me s_____ with some facts. LingoLero Ltd. provides education for companies and business professionals. The company was founded in 2011. Our clients mostly include financial, engineering and medicine professionals.

L_____ c_____ with the type of services we provide. We offer professional trainings and seminars, foreign language courses and translation services. We have individual and group courses, standard and intensive courses, as well as specialised courses tailored according to our clients' needs and demands.

And f_____, what makes us unique? We are the only company where no two courses, seminars, workshops or trainings are the same – each of them is completely tailored to match your specific needs and requirements thanks to our qualified staff, innovative methods, individual approach and pleasant atmosphere. If you have doubts, we'll clear them away with coffee, tea and cookies.

So t_____ s_____ u_____, if you seek quality education for your company or yourself which will meet your specific requirements with a guaranteed success and struggle-free learning, LingoLero Ltd. is the right place for you.

T_____ y_____ all for c_____ and I_____ t_____ my t_____. A_____ t_____ any q_____?

Nadamo se da ste nam pomogli predstaviti našu tvrtku. Rješenja pogledajte u idućoj lekciji Business English – Lesson 21 – Social English.

Rješenja zadataka iz lekcije Business English – Lesson 19 – Meetings.

A	3	B	5	C	1	D	6	E	2	F	4
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