

## Upper Intermediate – Making Presentations

### VOCABULARY

#### Products

equipment  
gear  
model  
outdoor  
portable  
range

#### Presentation stages

introduction  
detailed information  
summary  
questions

#### Visual support

bar chart  
floor plan  
flowchart  
line graph  
map  
organigram  
pie chart  
table

#### Tourist activity

basis	courtesy
booking	enhancement
brochure	flat rate
budget	guest
client	rates
complimentary	staff
comprehensive	

#### Describing changes

increase	fall
go up	decline
climb	halve
grow	drop
rise	decrease
double	

flatten out  
remain the same  
be constant  
be steady  
level off

#### Adverbs

slightly  
fractionally  
marginally  
dramatically  
considerably  
substantially

### GRAMMAR

#### Persuasive language

wherever you want  
whenever you want  
whatever you want  
in your own time  
at your own speed  
take advantage of  
find out more  
this ensures that

#### Formal language

In the event that ...  
Should you require ...  
... is required  
Should you wish to ...  
Please note that ...

#### Making something possible

This **enables** you to ...  
This **means** that you can ...

#### By + -ing form

You get a discount **by pre-selling** the tours.

#### Rhetorical questions

How is this done?  
How can we do this?  
So what's the best way to do this?  
Wouldn't it be wonderful to be able to ...?

## **USEFUL PHRASES**

### **Introducing**

First of all, ...

Firstly, ...

Next, ...

After that, ...

Finally, ...

### **Summarising**

To summarise, ...

All in all, ...

To conclude, ...

### **Introducing visuals**

If you look at the map, ...

As you can see, ...

Let's look for a moment ...

### **Marking a new stage**

Firstly, I would like to welcome you all ...

I would just like to mention ...

Now, does anybody have any questions?

Finally, I would like to add ...

I would like to hand you over to ...

### **Inviting questions**

Does anybody have any questions?

### **Checking understanding**

Does that answer your question?

Is that clear?

### **Responding to questions**

I'm afraid I don't know.

I'm glad you brought that up.

To answer your first question, ...

As far as I know, ...