Activity Type

Vocabulary Game: matching, pelmanism (group work)

Focus

Business presentation expressions

Aim

To practice commonly used expressions for business presentations.

Preparation

Make one set of presentation cards and expression cards for each pair of students and cut as indicated.

Level

Intermediate (B1)

Time

20 minutes

Introduction

In this business presentations language game, students match presentation expressions to parts of a presentation.

Procedure

Divide the students into pairs.

Give each pair a set of presentation cards and a set of expression cards.

Ask the students to shuffle the two sets of cards separately and spread them out face-down on the table in two sets.

Students then take turns turning over one presentation card and one expression card.

If the presentation part matches the expression (e.g. 'Opening a Presentation' and 'Thank you for coming.'), the student reads the two cards aloud, keeps them and has another turn.

If the two cards don't match, the student turns them back over, keeping them in the same place.

If students are unsure, they can ask you to adjudicate.

There are 20 presentation expressions in total - two expressions for each part of a presentation.

The game continues until all the cards have been matched.

The student with the most pairs of cards at the end of the game wins.

Afterwards, check the correct answers with the class and elicit other possible expressions for each part of a presentation.

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Procedure continued

Answer key

Opening a Presentation:

Thank you for coming. / Today, I'm going to talk about...

Introduction and Background:

First, let me introduce myself... / Our company specialises in...

Outlining a Presentation:

I will begin by... / Part one focuses on...

Presenting Data and Statistics:

According to the data... / Let's take a closer look at the numbers.

Describing Trends and Patterns:

Sales have been steadily rising... / We have noticed a decline in...

Introducing Solutions or Recommendations:

To address this issue, we propose... / We suggest implementing...

Highlighting Benefits and Advantages:

This will lead to increased efficiency. / It offers cost-saving opportunities.

Transition and Signposting:

Moving on to the next point... / Now, let's turn our attention to...

Handling Questions:

I'll be happy to answer any questions. / Please feel free to ask for clarification.

Closing a Presentation:

To sum up... / Thank you for your attention.

Opening a Presentation	Opening a Presentation
Introduction and Background	Introduction and Background
Outlining a Presentation	Outlining a Presentation
Presenting Data and Statistics	Presenting Data and Statistics
Describing Trends and Patterns	Describing Trends and Patterns
Introducing Solutions or Recommendations	Introducing Solutions or Recommendations
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Closing a Presentation	Closing a Presentation

TEACH THIS
WORKSHEETS, ACTIVITIES & GAMES

Thank you for coming.	Today, I'm going to talk about...
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To sum up...	Thank you for your attention.