

LESSON PREPARATION

INTERMEDIATE UNIT FIVE

VOCABULARY AND EXPRESSION BUILDERS

Presentation Vocabulary

Presentation: We have a presentation next week.

PowerPoint: I use PowerPoint for my slide presentations.

Slides: There are twelve slides in the presentation.

Projector: The projector is for the PowerPoint presentation.

Layout: The layout of the slide is important for the presentation.

Templates: They used templates in the company. They have standard colors and shapes.

Slide show: They had a great slide show.

Pitch: He pitched the idea to the executive.

Wireless: They used a wireless mouse for the presentation.

Question period: There was a question period after the show.

Audience: The audience was impressed with the show.

Listeners: The listeners did not understand all of the English presentation.

Screen: They asked for a screen for the projector.



SPEAKING ENGLISH

Telephone requests

John, do we have a presentation to prepare for next week?

Who is doing the slides for the show?

Can you prepare the graphics?

TECHNIQUE BUILDERS

Dates For more info http://en.wikipedia.org/wiki/Calendar_date#Usage_issues

January 1st 2008 January first two thousand eight.

1 Jan 2008 The first of January two thousand eight.

Jan 1 2008 January first two thousand eight.

09/11/01 (USA) mm/dd/yy

11/09/01 Other dd/mm/yy

WRITING BUILDERS

Informal

Alex

Have you prepared the statistics for the meeting next week?

Frank

Formal

Dear Mr. Smith

Our team is doing a presentation at your company next week. Can you supply us with a projector?

Regards,

John Gardner

Very formal

Dear Mr. Longman

We would be very interested in presenting our products to your team. Would you be available next week?

Yours Sincerely,

Brian Stafford.

For information

Upper Case: L is an upper-case l.

Capital Letters: Capital J-O-H-N.

Lower Case: Jack all lowercase is j-a-c-k.