



## **Presentations Phrases Prepositions Pairwork**

### **Student A**

*Choose one of the sections below and read out one of the example sentences with a gap or noise instead of the preposition. Your partner can guess the missing word **once only**. If they are wrong, continue with one example then one guess until they have guessed correctly or you run out of examples.*

#### **About**

*I'm going to talk about three topics.*

*The aim of my presentation is to change your mind about...*

*Today I'm going to talk to you about...*

#### **Along**

*Can you take one and pass them along?*

#### **As**

*As I was saying,...*

*As the famous quote goes,...*

*As the joke goes,...*

#### **At**

*Let me just take a look at my notes.*

*Are there any questions at this stage?*

*Can the people at the back read that?*

*I'm pointing at...*

*If anything isn't clear, please feel free to interrupt me at any time.*

*I will leave ten minutes at the end for questions.*

*If you look at this chart, you will see that...*

#### **Before**

*Would anyone like to ask anything before I move on?*

#### **By**

*Okay, let's start by looking at...*

*I'd like to conclude by...*

*I'd like to start by explaining the title of my presentation.*

*Let me begin by welcoming you all to...*

#### **For**

*Thanks for listening*

*Thank you for your kind attention.*

*Thanks for coming to my presentation today.*

*My presentation will last for approximately five minutes.*

*I'm going to speak for about four or five minutes.*

*Thank you for attending...*

#### **In**

*In conclusion,...*

*Just a second while I find the right page in my notes.*

*I don't have enough time to explain this in detail, but...*

*In my presentation today...*



## Presentations Phrases Prepositions Pairwork

### Student B

Choose one of the sections below and read out one of the example sentences with a gap or noise instead of the preposition. Your partner can guess the missing word **once only**. If they are wrong, continue with one example then one guess until they have guessed correctly or you run out of examples.

#### Into

My presentation is divided into three parts.

#### Of

First of all, I'd like to thank you all for coming.

*As most of you know, I'm...*

The purpose of today's presentation is...

In the second part of my presentation,...

For the first part of my presentation,...

*That is the end of my presentation.*

The topic of my presentation is...

I seem to have run out of time.

#### On

*I'll have to carry on without the projector.*

*If there are no more questions, I'll move on to...*

I'll focus on three main points.

#### To

Getting back to the main point,...

I aim to prove to you that...

I only have time to quickly introduce the topic, but...

If you have any questions please come and talk to me afterwards.

I'd like to quote...

If there's anything you'd like to know more about, please feel free to ask questions now.

It is quite difficult to draw conclusions, but...

*To recap,...*

It's a pleasure to welcome you to...

You all seem quite tired from this morning, so I'll try to keep it short.

I'll try to be finished by...

If you have any questions, I'll be happy to answer them at the end.

Please feel free to interrupt.

#### Until

I would be grateful if any questions could be left until the end.

Please leave all questions until the end of each section.

#### Up

*Please put up your hand if...*

To sum up,...

*What are the functions of the phrases in italics on both pages above?*

*Compare your ideas to the list of functions on the next page.*

*Match the sentences in italics above to the list below.*

1. Asking for questions
2. Changing topic
3. Checking visibility
4. Concluding
5. Ending
6. Explaining the structure of the presentation
7. Explaining the topic or title
8. Explaining visuals
9. Explaining your aims
10. Filling silence
11. Getting back on topic
12. Handing things out
13. Introducing yourself
14. Kicking off
15. Quoting
16. Summarising
17. Surveying the audience
18. Talking about technical problems
19. Talking about time
20. Telling a joke
21. Thanking at the end
22. Welcoming/ Thanking at the start

*Find other phrases above with the same functions and/ or think of other similar phrases.*

*What do the ones that not match mean?*

*Can you think of any other sentences that have the same functions as any of the above?*

*What order would you usually do those things in?*



**Suggested answers** (*New sentences are in italics*)

**1. Asking for questions**

Are there any questions at this stage?

If anything isn't clear, please feel free to interrupt me at any time.

I will leave ten minutes at the end for questions.

Would anyone like to ask anything before I move on?

If you have any questions please come and talk to me afterwards.

Please leave all questions until the end of each section.

I would be grateful if any questions could be left until the end.

Please feel free to interrupt.

If you have any questions, I'll be happy to answer them at the end.

If there's anything you'd like to know more about, please feel free to ask questions now.

*I'm now ready to ask any questions, if you have them.*

**2. Changing topic**

If there are no more questions, I'll move on to...

*Looking at...*

*Changing topic,...*

**3. Checking visibility**

Can the people at the back read that?

*Can everyone see?*

**4. Concluding**

I'd like to conclude by...

In conclusion,...

It is quite difficult to draw conclusions, but...

*The conclusion I would draw from that would be...*

**5. Ending**

That is the end of my presentation.

*That brings me to the end of my presentation. I hope I have covered everything.*

**6. Explaining the structure of the presentation**

I'm going to talk about three topics.

I'll focus on three main points.

My presentation is divided into three parts.

In the second part of my presentation,...

For the first part of my presentation,...

*I've divided my presentation into three parts.*

**7. Explaining the topic or title**

Today I'm going to talk to you about...

I'd like to start by explaining the title of my presentation.

The topic of my presentation is...

In my presentation today...



## 8. Explaining visuals

I'm pointing at...

If you look at this chart, you will see that...

*This section represents...*

## 9. Explaining your aims

The aim of my presentation is to change your mind about...

I aim to prove to you that...

The purpose of today's presentation is...

*The reason why I want to tell you about this is...*

## 10. Filling silence

Let me just take a look at my notes.

Just a second while I find the right page in my notes.

*Let me think.*

*That's a good question.*

## 11. Getting back on topic

As I was saying,...

Getting back to the main point,...

*To return to the what I was talking about,...*

## 12. Handing things out

Can you take one and pass them along?

*My colleagues are handing out some worksheets now.*

## 13. Introducing yourself

As most of you know, I'm...

*My name is... and I am talking about this topic because...*

## 14. Kicking off

Okay, let's start by looking at...

*Right/ Well/ So*

## 15. Quoting

As the famous quote goes,...

I'd like to quote...

*... once said...*

## 16. Summarising

To recap,...

To sum up,...

*In summary,...*

## 17. Surveying the audience

Please put up your hand if...

*How many people here...?*



### **18. Talking about technical problems**

I'll have to carry on without the projector.

*Just a moment while I...*

### **19. Talking about time**

My presentation will last for approximately five minutes.

I'm going to speak for about four or five minutes.

I don't have enough time to explain this in detail, but...

I seem to have run out of time.

I'll try to be finished by...

You all seem quite tired from this morning, so I'll try to keep it short.

I only have time to quickly introduce the topic, but...

*That's all I have time for.*

### **20. Telling a joke**

As the joke goes,...

*There's a Japanese joke about this, which I would translate as...*

### **21. Thanking at the end**

Thanks for listening/ for your kind attention.

*Thanks again for the opportunity to share my ideas with you.*

### **22. Welcoming/ Thanking at the start**

Let me begin by welcoming you all to...

Thanks for coming to my presentation today.

Thank you for attending...

First of all, I'd like to thank you all for coming.

It's a pleasure to welcome you to...

*It's so nice to see you all here.*