

## Answers

### A) Match the phrases to the definitions

Based on the context of the phrases above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to take in	to break something down	feel free to
to touch upon	to hold onto questions	to recap
takeaways	to wrap things up	to digress
		moreover / furthermore

1. To understand and remember something: **to take in**

*"I understand that we have covered quite a lot today, and it is a lot to **take in**."*

*"I hope that it hasn't been too much to **take in**."*

2. To leave the main subject temporarily and talk or write about something else, usually something less important: **to digress**

*"Apologies, I'm **digressing** here. Let's get back to the main point."*

3. To repeat the main points of something: **recap**

*"So that concludes the final topic. Before we finish, I just want to **recap** everything that I've covered today."*

4. An expression used when you are inviting someone to do something, or giving them permission to do something: **feel free to**

*"**Feel free to** interrupt if you have any questions during the presentation."*

*"If you would like more information about anything that I have covered today, **feel free to** send me an email."*

5. To mention something quickly when talking about another topic: **to touch upon**

*"I just want to **touch upon** one extra point."*

*"I **touched upon** this point briefly earlier."*

6. To separate something into different parts: **to break down**

*"I'm going to **break down** this presentation into 4 sections."*

*"It's quite a complex topic, so I'm going to **break it down** into more manageable points."*

7. Not to ask a question until the end: **to hold onto questions**

*"If you could **hold onto questions** until the end, we're going to have around 10 minutes for questions after the presentation."*

8. To conclude or finish something: **to wrap things up**

*"If there are no further questions, we'll **wrap things up** there."*

9. Key facts, points or ideas to be remembered, especially in a meeting or discussion: **takeaways**

*"So, what are the key **takeaways** from today's presentation?"*

10. In addition. Often used at the beginning of a sentence: **furthermore / moreover**

*"One key advantage of the digital transformation will be the efficiency in the company. **Moreover / furthermore**, we will be able to attract more top talent."*

## B) Key Words in a New Context

# Presentation Advice From an English Worksheet. To What Extent Do You Agree With The Points Below?

Giving a presentation can be a daunting task, but with the right techniques, you can calm your nerves and captivate your audience. Whether you're presenting at a conference, pitching to investors, or leading a team meeting, it is important to leave them with a lasting impression.

First and foremost, it's important to understand your audience. What are their interests, needs, and expectations? By understanding your audience, you can tailor your presentation to meet their specific needs.

Next, it's crucial to **break down** the presentation into manageable sections. Complex ideas can be overwhelming, make sure that your slides are clear and not too full of text. Try to include only 1 key **takeaway** per slide, otherwise there will be too much information for your audience to **take in** at one time. **Furthermore**, visuals and charts can also help your audience to absorb information, and you may also be able to entertain them along the way!

In the previous paragraph, we **touched upon** the use of text on a presentation slide. Text itself should be kept to a minimum, and should ideally be in bullet-point form. When you deliver the presentation, you should then flesh out the information in the slides verbally. However, make sure not to get too bogged down in one topic. It is important to keep the presentation flowing in order to keep the audience interested. There will always be time at the end to answer questions or **recap / touch upon** anything which might need more information. Similarly, it is essential to stick to the topic of the presentation. If you start **digressing / to digress**, then your audience will lose concentration and feel like you are not in control of your own presentation.

In order to maintain engagement with your audience, one great tactic is to ask questions and encourage audience participation. After explaining a particularly complex point, you may want to check in with your audience to ensure that they have understood you. However, it is better to avoid allowing your audience to interrupt you with their questions when you are in full flow. Establish the ground rules at the beginning that audience members should **hold onto questions** until the end.

To **wrap up** the presentation, end with a strong conclusion that leaves a lasting impression. **Recap** your main points and leave your audience with something to think about.

Finally, remember to have fun! Presenting can be nerve-wracking, but with the right techniques, you can turn it into an enjoyable experience for both you and your audience.

### C) Comprehension Questions

1. Based on the context of the first paragraph, what do you think that the term 'daunting' means?  
**If something is daunting, it means that it is something that seems like it will be difficult or scary to deal with in the future. We can understand this loosely from the context when later in the sentence the phrase 'calm your nerves' is used.**
2. According to the first paragraph, what is it important to do in a presentation?  
**It is important to leave the audience with a 'lasting impression', which is a feeling or effect which continues for a long time.**
3. According to paragraph 2, what is the main goal of learning about our audience when we prepare for a presentation?  
**By learning about our audience, we can 'tailor' the presentation to their needs, meaning that we can adapt the presentation to fit the needs of the future audience.**
4. How should you deliver the bullet-pointed information on your presentation slides?  
**You should 'flesh out' the bullet points, which means to add more information to them.**
5. Based on the context of the article, what do you think the phrase 'bogged down' means in paragraph 4?  
**To get bogged down in something means to get too involved in the details of something, making it difficult to move on. We can loosely deduce the meaning here from the next sentence, which states that we should keep the presentation flowing.**

### D) Match the phrases to the definitions

Based on the context of the article above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

daunting	to captivate	a lasting impression	to tailor to
overwhelming	to get bogged down	to flesh out	nerve-wracking

1. To attract and hold the interest of someone in a charming way: **to captivate**

*"She **captivated** the audience with a brilliant performance in the play."*

2. To become too involved in the details of something that you cannot do anything else or make any progress: **to get bogged down**

*"I don't want to **get bogged down** in unnecessary details here, so let's move on to the next section."*

*"If we keep **getting bogged down** in such minor details, then we will never get through all the points on the agenda."*

3. Causing you to feel nervous: **nerve-wracking**

*"Public speaking is usually extremely **nerve-wracking**."*

4. To adapt something for someone's specific needs: **to tailor to**

*"We aim to **tailor** our services to our client's specific goals."*

5. So intense that it is difficult to deal with: **overwhelming**

*"My current workload is extremely **overwhelming**."*

6. To make something longer or more complete by adding details: **to flesh something out**

*"We need to **flesh out** part 3 of the presentation."*

*"We need to **flesh out** some parts of the plan so that our staff get a better picture of what is required."*

7. A feeling or effect that continues for a long time: **a lasting impression**

*"My previous boss was so inspiring. She really left a **lasting impression** on me."*

8. Seeming really difficult to deal with in the future or really scary: **daunting**

*"Starting a new position in a multinational company can be really **daunting**."*

*"The economy is facing the **daunting** prospect of a recession."*