

12 | A formal presentation

Starting point

- 1 Work in small groups. Imagine that your company's headquarters is in the middle of a large city. Your board of directors decides to move the company to newly built premises about fifty kilometres outside the city. Make a list of reasons why relocation can be useful for a company. Then make a list of reasons why staff might not want to relocate. Afterwards, compare your two lists with the rest of the class.

Video comprehension

- 2 **VIDEO** Watch the video and answer these questions.

- 1 What is the aim of Marcus's presentation?
- 2 In what order does he talk about the following points? (Number from 1 to 3)
addressing staff concerns ____
working practices ____
schedule ____
- 3 What does Marcus want his managers to do as a result of the presentation?

- 3 **VIDEO** Watch the video again and answer the questions.

- 1 Why aren't the team going to discuss whether the company should relocate?
- 2 In his introduction, what expressions does Marcus use to say what he is going to talk about?
- 3 Which is the last department to move?
- 4 What is Paul going to be responsible for?
- 5 Who does the relocation affect?
- 6 What expressions does Marcus use to end his presentation?

» For more exercises on this video, go to the DVD-ROM.

Speaking

- 4 Prepare a short presentation (2–3 minutes) using some of the phrases from the video. You want your company to relocate and you must convince your employees that it is a good idea. Think of three reasons (you can use some of your ideas from your list in 1) and these will be the three main points of your presentation.
- 5 Take turns to give your presentations to the class. Afterwards, decide which presenter gave the most convincing performance.