

7 | An informal presentation

Starting point

- 1 Do you have fixed working hours or does your company let you work flexitime?
- 2 What are the advantages and disadvantages of fixed and flexitime?

Video comprehension

- 3 VIDEO Watch the video. Make notes about the presentation's three main points.

Background

The three-part process

Core hours

- 4 VIDEO Watch the DVD again. Match the beginnings and endings of each phrase.
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| 1 Does anyone | a take a look at these lists? |
| 2 As you know | b have anything to say before we move on? |
| 3 We are going to | c this is nothing new to us. |
| 4 So in principle | d that issue under 'what' and 'how'. |
| 5 This means a | e be implementing flexible working hours wherever possible. |
| 6 The MD has asked for | f a three-part process. |
| 7 What we have is | g to implement all these changes? |
| 8 How are we going | h 'core hours' exactly? |
| 9 As you can see | i I've listed all the departments and teams into three groups. |
| 10 What do you mean by | j huge change to our company culture. |
| 11 I'm dealing with | k we are relocating. |
| 12 Can I ask you to | l someone to look into the change and make recommendations on how it can all be implemented. |

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

Speaking

- 5 Your MD has asked each of you to think about a change to be made to the company. This could be anything from a change in the working hours to getting new drinks machines. Plan to give a short presentation about this.
- 6 Think of a change and make some notes on why the change needs to be made. In the DVD Paul used '*who, what, how*' to introduce his change. Look back at exercise 3 for help on how to structure your presentation and look at exercise 4 for useful language. Make notes but do not write down everything you want to say. Work with a partner and give your presentation. Your partner should give you feedback on what was good and how to improve.
- 7 After you have practiced in pairs, form a group of four or five. Give your presentation to the group. As you listen to the other presentations ask the speaker questions if you want clarification or further information.