

in company Intermediate

■ Unit 12

headword	pronunciation	translation/notes	example sentence
background (n) give sb the background to sth	/ˈbækgraʊnd/	I'd like to start off by giving you the background to the problem.
body language (n)	/ˈbɒdi ˌlæŋɡwɪdʒ/	Expressive use of body language helps to make your presentation more interesting.
bottom out (phr v)	/ˈbɒtəm ˈaʊt/	In Graph b the figures fluctuate for the first three months before falling sharply to bottom out at 10,000 trades a day.
contrasting (adj)	/kənˈtrɑːstɪŋ/	Emphasise what you're saying by using pairs of contrasting points such as: A bank designed to fit round you, which doesn't expect you to fit round it.
eye contact (n)	/aɪ ˌkɒntækt/	Try to make regular eye contact with the audience during your presentation.
fluctuate (v)	/ˈflʌktʃuːeɪt/	In graphs b and c we see that the figure fluctuates over the first three months.
go back (phr v)	/ɡəʊ ˈbæk/	I'd like to go back for a minute to what I was saying previously.
hit (n)	/hɪt/	When the company first went online they got 250,000 hits per day; three months later they were getting just 60,000.
invite (v) invite questions	/ɪnˈvaɪt/	It's a good idea to invite questions from your audience at the end of your talk.
level off (phr v)	/ˌlevl ˈɒf/	We see the figures levelling off at the point marked g on the graph.
look (n) have a look	/lʊk/	Just have a quick look at this graph showing how sales have fallen over the past six months.
miss (v) miss the point	/mɪs/	Repetition where necessary will ensure that the audience doesn't miss the main points .

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move on (to) (phr v)	/mu:v 'ɒn (tu:)/	Don't talk about the same thing for too long. Try to judge when the time's right to move on to the next point.
over to you	/əʊvə tə 'ju:/	I've asked Gary Cale, our new head of e-business, to bring us up to date. Over to you , Gary.
peak (v)	/pi:k/	The point marked d on the graph shows where the sales figures peaked .
point out (phr v)	/pɔɪnt 'aʊt/	I'd like to point out one or two interesting things on the diagram.
start off (phr v)	/stɑ:t 'ɒf/	Try to start off in a way that will get your audience's attention.
sum up (phr v)	/sʌm 'ʌp/	Before closing your presentation, try to sum up what you have said in a logical way.
visual (n)	/'vɪʒʊəl/	A creative use of visuals will help to make your presentation more interesting and attractive.
visual aid	/'vɪʒʊəl 'eɪd/	Visual aids can make your presentation easier to understand.
website (n)	/'websaɪt/	To succeed in any area of e-business you need a first-class website .
well-structured (adj)	/'wel'strʌktʃəd/	Try to make your talk as logical and well-structured as possible.