

An important visitor

Aims

- Starting a presentation
- Presenting information: Openings / introductions
- Guiding a visitor: Making suggestions
- Viewpoints: Stereotypes and generalisations
- In business: An orientation for foreign students



Listen and practise Starting a presentation

- 1 Describe the photo. Where are they? What is happening?
- 2 1.06 Lisa Jackson from the head office is visiting. Listen and write T for true or F for false next to each sentence.
 - a Her main point is that the company has a new vision. _____
 - b In her presentation, she is going to talk about four areas. _____
- 3 1.06 Listen again and complete the opening. Then take turns reading it to a partner.

Lisa: Good morning everyone. Today I want _____
 _____ about **our vision and our values**. My _____ today is that **we need to change, and that we need your help**. I'm going _____
 areas this morning. First, I'll talk about **our new vision and what it means for our business**.
 _____, I'll talk about **the changes we need to make**. _____,
 I'll talk about **how we can work together to grow our business**.
- 4 Practise the presentation again. Change the words in **blue** using the information below.

Subject	Message	Outline
Reducing our costs	we need to cut costs by 20% this year	saving energy printing and copying costs travel and hotel costs
Computer security	we need to improve our data protection	making a strong password changing your password installing new software

5 1.07 What do you think Lisa will say next? Tick (✓) your guesses. Then listen to see if you are correct.

- a Let me start by asking you a question.
- b Are there any questions so far?
- c Can everyone see this slide?
- d Let me start by giving you some background.

Presenting information Openings / introductions

1 1.08 Look at the table. It shows some phrases we use when we present information. Listen to these three speakers and complete the table.

Opening	Good morning / afternoon / evening. My name is ... I work (for + <i>company name</i>) / (in + <i>department name</i>)
Subject	My (a) _____ is ... Today I want to talk to you about ...
Message	My message today is that ... My (b) _____ is that ...
Outline	I'm going to cover (three) areas today. My presentation (c) _____ (three) parts. First ... / After that ... / Then ... / Finally ...

2 1.09 Listen and write down which part of an introduction you hear (opening, subject, message, outline). Check your answers with a partner.

- | | |
|------------------------------|---------|
| a _____ <i>opening</i> _____ | d _____ |
| b _____ | e _____ |
| c _____ | f _____ |

3 Here are some more phrases used in presentations. Work with a partner. Write the phrases under the correct heading.

There are two parts to my presentation ... Today I'll describe ...
 This morning I'm going to talk about ... I'm Andrew Thomson.
 I work for ABT Industries. The main thing I want to say is this, ...
 I'm going to talk about three things ...

Opening	Subject	Message	Outline
<i>I'm Andrew Thomson</i>			

- 4 On a separate sheet of paper, write your own introduction to a presentation. You can use one of these topics, or you can choose your own. For the topic you choose, select 3–4 areas for your outline.

Saving the environment

- Recycling
- Saving energy
- Using less water
- Walking / Cycling
- Reducing waste

Choosing a company

- Type of business
- Salary and benefits
- Training
- Location
- Size
- Work environment

Buying a car

- Price
- Fuel economy
- Make / model
- Automatic / Manual
- Used or new
- Safety



- 5 Practise in groups. Give your introductions to each other. Try not to read – remember to look at the people you are talking to!

Guiding a visitor Making suggestions

- 1 1.10 Listen to the conversation. Erika is offering to show Heather around Manchester. Which suggestions does Heather like? Which suggestions doesn't she like? Check your answers with a partner.



likes doesn't like

a the Arndale Centre



likes doesn't like

b Chinatown



likes doesn't like

c Old Trafford



likes doesn't like

d The Printworks



likes doesn't like

e the Manchester Museum



likes doesn't like

f the University of Manchester Library



likes doesn't like

g the Royal Exchange Theatre

- 2 1.10 Listen again and match the suggestions with Heather's responses. Then make and respond to the suggestions with a partner.

Why don't we go to the Arndale Centre?	Sounds great!
We could go to Chinatown.	We could do, but ...
How about visiting Old Trafford?	Absolutely!
We could go to The Printworks.	I'd love that.
Why don't we go to the Manchester Museum?	That sounds great!
How about going to ... the Royal Exchange Theatre?	It's a nice idea, but

- 3 Work with a partner. One of you is a visitor to your area.

Student A: Offer to show your partner around. Make suggestions for places to go and things to do.

Student B: Indicate which suggestions you like or dislike.

Begin like this:

A: Is this your first visit to _____?

B: Yes it is. I'm hoping to look around this weekend.

A: Would you like me to show you around?

Change roles and repeat the exercise.



Viewpoints

Stereotypes and generalisations

1 Look at these adjectives. Which countries or cultures do you think they could describe?

high-tech *hard-working* *efficient* *formal*
punctual *relaxed* *friendly* *traditional*
polite *quiet* *outgoing* *creative*

2 Compare your answers with other classmates. Are your answers similar or different? What are the reasons for your answers?

3 1.11 Listen to these people talking about stereotypes. As you listen, make notes in the table. Compare your information with a partner.

Hiroki, Japan

Markus, Germany

Tanisha, US



a	What image do you think people from other countries have of you?		
b	Do you think these images are correct?		
c	Do you think stereotypes are useful?		

4 Discuss these questions with a small group:

- What ideas do you think people from other countries have about your culture? Do you think their ideas are correct?
- Is your culture changing? Are there any differences between your parents' or grandparents' culture and your own?
- How would you describe your culture to a visitor from another country?

An orientation for foreign students

Scenario

A group of international students is coming to stay in your country for one month. Your task is to plan a two-day orientation for the students.

- On the first morning, you should give them information about your country / culture that will help them during their stay (e.g. food, people, history).
- For the first afternoon and for the second day, you should plan activities or trips to introduce them to your country / culture.



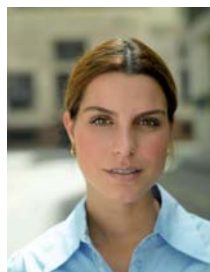
Jerome



Anna



Fabio



Halima



Nicole



Peter

Task 1

Divide into two groups, A and B. Read the information about the students in the In business task files.

Group A	page 85	Group B	page 94
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Task 2

Stay in Groups A and B and divide into small groups. Talk about some ideas for the orientation: what information will you give the students? What will you do? Where will you take them?

Task 3

Make new small groups with members from Groups A and B. Share your ideas and information with other group members. Then make a plan for the orientation.

Day One	Day Two

Follow-up

Present your plan to other groups. Which plans do you like?