

# 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<br>printing and copying costs<br>travel and hotel costs         |
| Computer security  | we need to improve our data protection | making a strong password<br>changing your password<br>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.<br>My name is ...<br>I work (for + <i>company name</i> ) / (in + <i>department name</i> )              |
| Subject | My (a) _____ is ...<br>Today I want to talk to you about ...   |
| Message | My message today is that ...<br>My (b) _____ is that ...   |
| Outline | I'm going to cover (three) areas today.<br>My presentation (c) _____ (three) parts.<br>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 \_\_\_\_\_ *opening* \_\_\_\_\_
- b \_\_\_\_\_
- c \_\_\_\_\_
- d \_\_\_\_\_
- e \_\_\_\_\_
- 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.



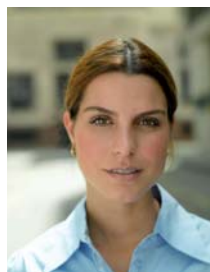
Jerome



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 |
|---------|---------|---------|---------|

## 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?