



PROGRAMME OUTLINE for BUSINESS ENGLISH FOR PRESENTATION

DAY 1

9.00am to 10.30am

Module 1: Using the Language Tool Effectively

1. Grammar Essentials

- Linking time aspect to verb usage
 - Combining past and present tenses
 - Future tense
 - Perfect tense
- Use transitional phrases effectively
- Connecting ideas in sentences for coherence
- Paragraphing ideas

10.30am to 10.45am – Break

10.45am to 1.00pm

2. Pronunciation and intonation for emphasis

- Intonation, pauses and phrases
- Word Stress
- Sentence Stress
- Conversations : Intonation
 - Open and check questions
 - Old and new information
 - Continuing and finishing tones
 - Opinion, disagreement, tag questions
- High tones – evaluation comment

1.00pm to 2.00pm – Lunch Break

2.00pm to 3.15pm

Module 2 : Preparing yourself for the delivery

3. Let's Get Started with useful Phrases

- Welcoming your audience
- Introducing yourself and the topic
- Getting the audience's attention

3.15pm to 3.30pm - Break

3.30pm to 5.00pm

4. You and Your Delivery

- Body language
- Using signposting phrases to organize your presentation
- Building your vocabulary to :
 - Talk about difficult issues
 - Referring to other points
 - Adding ideas



DAY 2

9.00am to 10.15am

Module 3 : Getting your presentation tool ready

5. Using Visuals – Your presentation tool

- Creating effective visuals
- Presenting visuals effectively:
 - Saying numbers
 - Emphasizing important points
 - Making contrasts and describing results
- Describing graphs and charts
 - Using verb tenses, adjectives and adverbs to talk about trends

10.15am to 10.30am - Break

10.30am to 1.00pm

Module : Concluding a presentation

6. To Sum Up

- Summarising the main points
- Making recommendations
- Phrases for effective conclusions
- Using your voice effectively to stress words and making pauses

1.00pm to 2.00pm – Lunch Break

2.00pm to 3.30pm

7. Any Questions?

- Dealing with questions
- Asking polite questions
- Anticipating questions

3.30pm to 3.45pm - Break

3.45pm to 5.00pm

Continue with Module 4 (item 7)

- Dealing with interruptions
- Reforming questions