NEW BUSINESS ENGLISH 4

Unit 4 Lesson 3

Introducing the First Part

Review

Assume that you are going to give a presentation in front of the heads of different departments about your team's project.

Requirements:

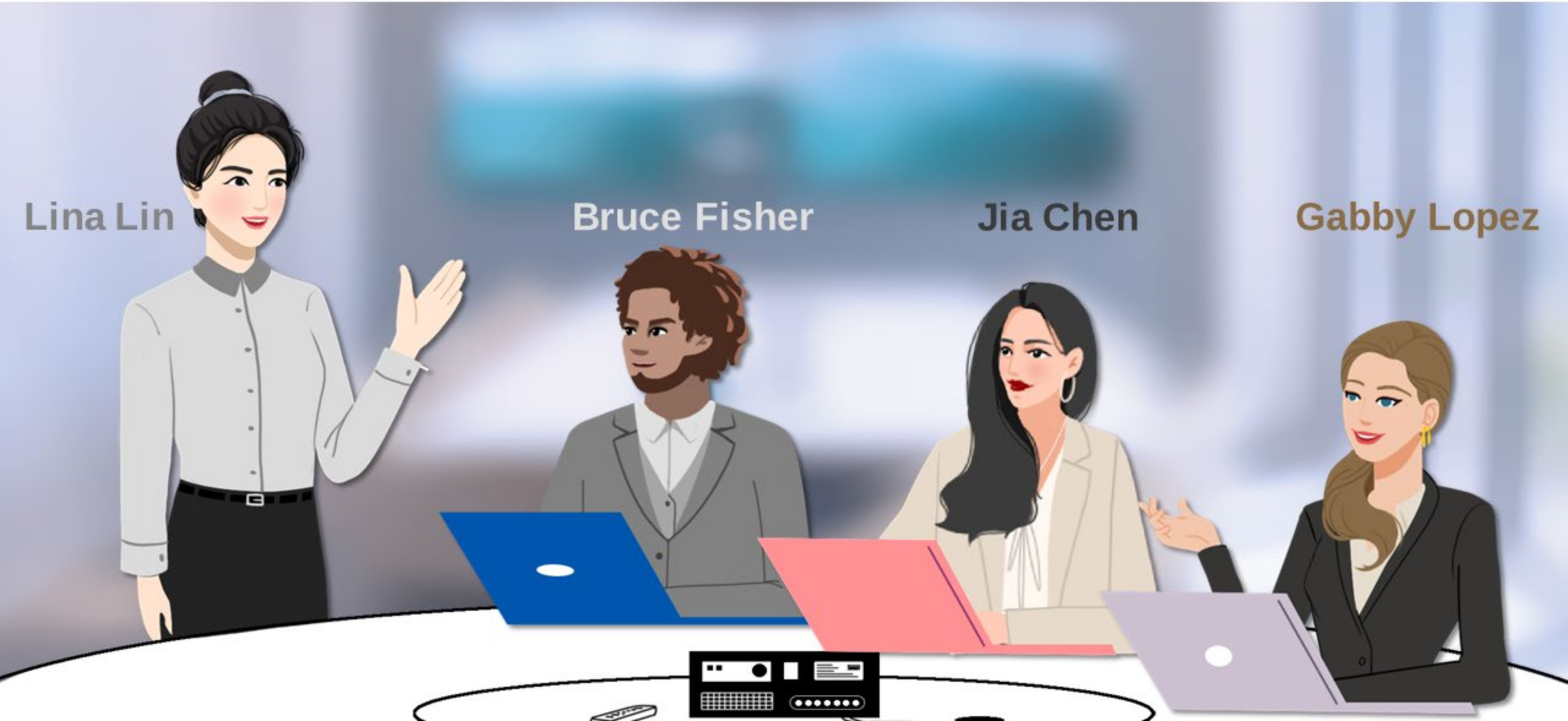
- ***Make an effective opening.***
- ***Describe the purpose of your presentation.***
- ***Relate the presentation to your audience.***

LEARNING GOALS

- Sequencing the parts
- Introducing the first part

Situational Dialogue

▶ Lina Lin will talk about the parts of her presentation.



Now I'd like to start with the outline. My presentation consists of four parts. In the first part, I will talk about the types of ads on different social media.

We might first think of images and videos. Actually, ads on social media take many other forms. Here are some examples.

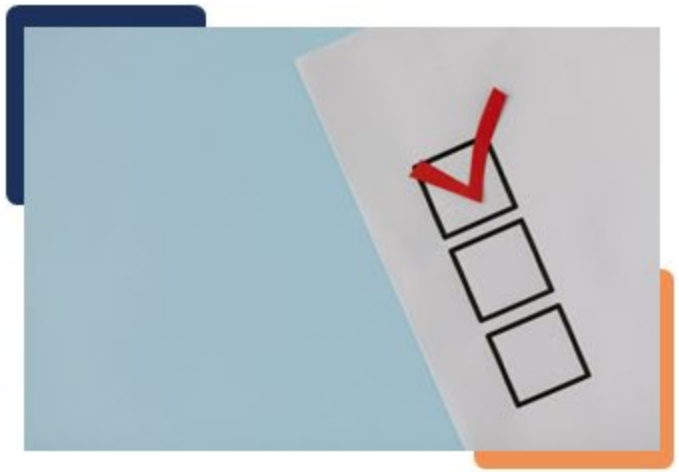
Key Vocabulary

Learn the new words and answer the questions.

outline

(n.) a description of the main facts about something

e.g. An outline is needed before writing a report.



consist of

(ph.v.) to be made up of

e.g. The meeting agenda consists of 3 items.

Key Vocabulary

Learn the new words and answer the questions.

image

(n.) the picture that you see on a computer or television screen

e.g. Images are useful for online marketing.

video

(n.) connected with or used in the showing of moving pictures by television

e.g. He saw an interesting video on the internet.

Dialogue Review

Have a role play and answer the questions.

Lina Lin is going to talk about the parts of her presentation.

Lina Lin: Now I'd like to start with the **outline**. My presentation **consists of** four parts. In the first part, I will talk about the types of ads on different social media. We might first think of **images** and **videos**. Actually, ads on social media take many other forms. Here are some examples.

Learning Goals

Let's check the learning goals!

Lina Lin is going to talk about the parts of her presentation.

1. Sequencing the parts

Lina Lin: Now I'd like to start with the outline. ***My presentation consists of four parts.*** ***In the first part, I will talk about the types of ads on different social media.***

We might first think of images and videos. Actually, ads on social media take many other forms. Here are some examples.

2. Introducing the first part

Learning Goals

Learn the key expressions and sentence structures.

Sequencing the Parts

- My presentation consists of ... parts.
- There are ... parts in my presentation.
- First/ First of all, I'd like to give you an overview of...

  Secondly/ Then/ Next, I'll focus on...

  Thirdly/ And then, we'll consider...
- Finally/ Lastly/ Last of all, I'll deal with..

What is the importance of sequencing the parts of a presentation?

Learning Goals

Learn the key expressions and sentence structures.

Introducing the First Part

- **In the first part, I will talk about...**
- **Let's start with...**

Example sentences:

- In the first part, I will talk about the types of ads on different social media.
- First of all, let's start with the types of ads.

Time Order Words

To begin with…
Starting with…
First of all…
At the beginning…
Before all else…

Give some examples of sequence words used to introduce the first part.

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You are going to give a three-part presentation on the monthly sales report.

Sequence the parts, then introduce the first part of your presentation.

You can refer to the following key expressions:

- My presentation consists of … parts.
- There are … parts in my presentation.
- In the first part, I will talk about …
- Let' start with …

Learn more about effective openings.

How to Hook an Audience

Technique 2

Give Amazing or Surprising Facts

"Did you know that the average office worker spends eight hours a day at work, but only does four hours of productive, useful work? Today, I will give you 5 effective ways to manage your time."

- You can give relevant data or statistics to capture your audience.
- This way the audience will trust you and feel that you are knowledgeable about your topic.

Can you tell me a surprising fact that you have shared in a presentation?

Overview

Keywords and expressions:

outline/ consist of/ image/ video

My presentation consists of … parts.
There are … parts in my presentation.

In the first part, I will talk about …
Let's start with …

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