

A background image showing a business meeting. Two people are seated at a table, looking at tablets displaying bar and line charts. A coffee cup is on the table. The image is overlaid with a large orange and blue graphic.

NEW BUSINESS ENGLISH 4

Unit 4 Lesson 7

Summarizing a Presentation



Review

You are assigned to present the sales progress of your company using a graph.

Requirements:

- *Explain the chart.*
- *Highlight some important information.*



LEARNING GOALS


- ◆ Summarizing
- ◆ Going Back to a Point



Situational Dialogue

- ▶ Lina Lin is going to summarize the key points of her presentation.





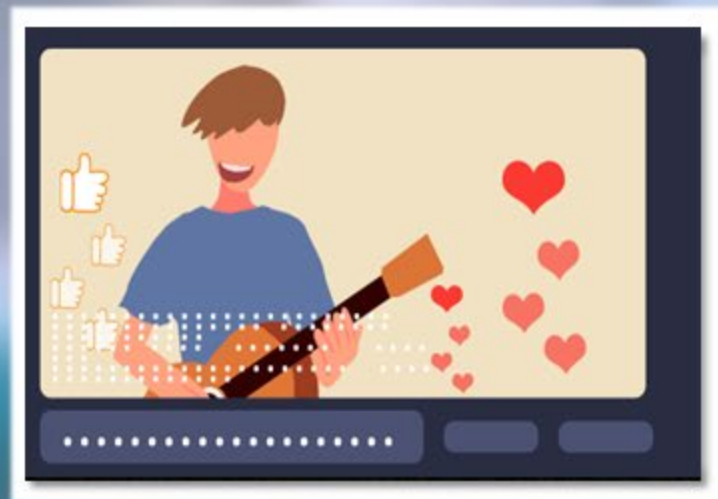
Let me just recap the key points. We've run through the features of different social media platforms. We've also talked about some popular ad forms on these platforms. Any questions before I move on?





Could you clarify the disadvantages of live streaming?
Thank you.

Sure. Let's go back to that slide.



Key Vocabulary

Learn the new words and answer the questions.



run through

(phr.v.) to explain or to read something quickly

e.g. I'll just **run through** the names and make sure everyone is here.



disadvantage

(n.) a condition or situation that causes problems

e.g. One **disadvantage** of shopping online is slow deliveries.



live streaming

(n.) the broadcast of an event over the internet in real time

e.g. **Live streaming** is popular among teenagers these days.

Dialogue Review

Have a role play and answer the questions.



Lina Lin is going to summarize the key points of her presentation.

Lina: Let me just recap the key points. We've **run through** the features of different social media platforms. We've also talked about some popular ad forms on these platforms.

Any questions before I move on?

Ms. Chen: Could you clarify the **disadvantages** of **live streaming**? Thank you.

Lina: Sure. Let's go back to that slide.



Learning Goals

Let's check the learning goals!



Lina Lin is going to summarize the key points of her presentation.

Lina:

Let me just recap the key points. We've run through

features of different social media platforms. We've also talked about some popular ad forms on these platforms.

Any questions before I move on?



1. Summarizing

Ms. Chen: Could you clarify the disadvantages of live streaming? Thank you.

Lina:

Sure.

Let's go back to that slide.



2. Going back to a point

Learning Goals

Learn the key expressions and sentence structures.

∴ Summarizing

- Before I move on, I'd like to recap the main points.
- Let me briefly summarize the main issues.
- I'd like to summarize what I've said so far...

Example sentences:

- I'd like to summarize what I've said so far about the advantages and disadvantages of social media.

Useful Transitions

To conclude,
To sum up,
In summary,

Can you summarize the things you learned today?

Learning Goals

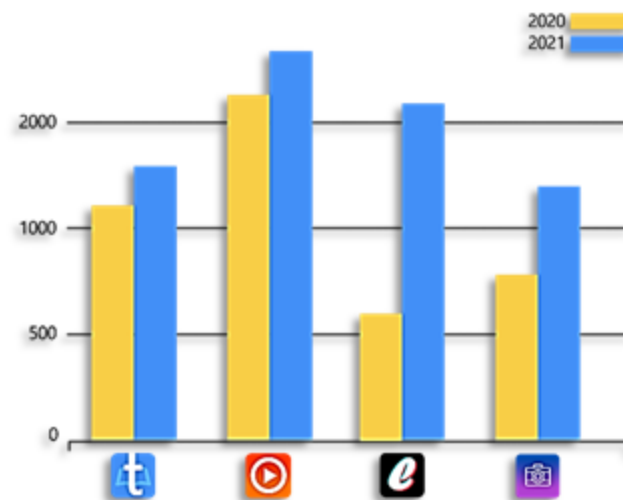
Learn the key expressions and sentence structures.

∴ Going Back to a Point

- As I said/ mentioned earlier, ...
- Let's go back to what we were discussing earlier.
- As I pointed out in the first section, ...

Example sentences:

- As I said earlier, TikTok users have increased greatly during last year.
- As I pointed out in the first section, YouTube is now the most popular platform.



Can you give clarification on something using one of the expressions given?

Semi-open Dialogue

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

Scenario: Assume you had a presentation about the advantages of social media in business.
Summarize the points and answer any necessary questions from the listener.

Advantages of Social Media



It is cheaper than other advertising methods.



It reaches more customers.



It helps learn the interests of customers.

∴ You can refer to the following key expressions:

- Let me briefly summarize the main points.
- I'd like to summarize what I've said so far...
- As I said/mentioned earlier, ...
- Let's go back to what we were discussing earlier.

Coffee Break

Learn the advantages and disadvantages of social media in business.

∴ Advantages and Disadvantages of Social Media

Advantages



It is cheaper than other advertising methods.



It reaches more customers in an entertaining way.



It helps in learning the interests and habits of customers.

Disadvantages



It takes time to create posts and reply to customers.



One mistake on social media can easily make you lose customers.



Details about your company or your customers might be leaked if not handled well.



1. What other advantages and disadvantages can you think of?

2. Do you think social media is beneficial for all kinds of businesses? Why or why not?

Overview

Keywords and expressions:

run through/ disadvantage/ live streaming

Before I move on, I'd like to recap the main points.

Let me briefly summarize the main issues.

Let's go back to what we were discussing earlier.

As I pointed out in the first section, ...

