

A

Key steps: introduction

Anne-Marie Duval works for a firm of management consultants. She is responsible for recruiting consultants for the firm. She has been invited as a guest speaker to an international conference in Cannes to talk about the subject of recruitment.

- a **My name's** Anne-Marie Duval and I work for Gem Consultants.
- b **It's very nice to see so many of you here** in Cannes on such a sunny day!
- c **I'm going to talk about** 'Consultancy Skills for the 21st Century'.
- d **There are three main areas** I want to look at today.
- e **If you have any questions**, I'll be very happy to answer them at the end of the session.



B

Key steps: main part

OK. To begin with, let's look at the first type of skills that consultants need: technical skills.

Of course, **related to** technical skills, you need good general knowledge of management subjects.

That's all I have time for on technical skills.

Let's move on to the second area: interpersonal skills.

As you can see on this slide, there are two **key areas in relation to** interpersonal skills.

And **as this transparency shows**, interpersonal skills are complex.

I think **that covers everything on** interpersonal skills.

Time is moving on, so **let's turn to** the third area:

people management issues.

This is **the third and most important area** that I want to talk about today.

OK, that's all I have to say on/about the key area of people-management issues.

C

Key steps: closing

Let me just **sum up**. **Firstly**, we looked at technical skills, **secondly**, interpersonal skills and **last but not least**, people management issues.

In fact, the secret for success in the future is going to be, **in my view**, these people-management issues. **That brings me to the end** of my presentation. **Are there any questions?**

Exercises

61.1 Match the expressions (a–e) in A opposite with what the speaker is doing (1–5).

- 1 interacts with audience by showing she knows where she is and saying what she thinks of the place
- 2 identifies herself
- 3 tells the audience when she will answer questions
- 4 announces the title of her talk
- 5 says how it will be structured

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61.2 Look at B opposite and correct the mistakes below, from another presentation. There is one mistake in each item.

- 1 To begin with, let we look at the most basic product in our range.
- 2 Of course, you will certainly have lots of questions in relation with the product specifications of our basic model.
- 3 That's all I'm having time for on product specifications.
- 4 Let's to move on to our mid-range model.
- 5 As this transparency is showing, there are two key features I want to talk about in relation to our mid-range model.
- 6 I think that cover everything on our mid-range model.
- 7 Our top-of-the-range product is the third and more important model I want to talk about.

61.3 Look at C opposite. Is the presenter using the **bold** expressions in the correct place? Why? / Why not?

- 1 **Are there any questions?** There are three main areas I want to talk about: one – old products, two – new products and three – ideas that are currently under development.
- 2 Let me just **sum up** as I've covered the three things I wanted to talk about and we're getting near the end of our time.
- 3 Firstly, we looked at technical skills, secondly, interpersonal skills and **last but not least**, people management issues.
- 4 **That brings me to the end of my presentation** and fourthly there are the financial aspects and I'm going to spend 20 minutes on them now.
- 5 In fact, the secret for success in the future is going to be, **in my view**, these people management issues. Of course, other experts in the field have different opinions on this.



Over to you

Think of your last presentation.

- What was it about?
- What went well?
- Did it have a good introduction, a good main part and a good closing?
- What would you change next time?

ANSWERS

61.1 1 b 2 a 3 e 4 c 5 d

- 61.2**
- 1 To begin with, *let's* look at the most basic product in our range.
 - 2 Of course, you will certainly have lots of questions in relation *to* the product specifications of our basic model.
 - 3 That's all *I have* time for on product specifications.
 - 4 *Let's move on* to our mid-range model.
 - 5 As this transparency *shows*, there are two key features I want to talk about in relation to our mid-range model.
 - 6 I think that *covers* everything on our mid-range model.
 - 7 Our top-of-the-range product is the third and *most* important model I want to talk about.

- 61.3**
- 1 No. The presenter asks if the audience has any questions, which usually happens at the end of a presentation, and then goes on to discuss the topic of the presentation.
 - 2 Yes. The presenter says he/she is going to sum up and gives his/her reasons.
 - 3 No. The presenter says the presentation is finished and then says he/she will talk about something else.
 - 4 Yes. The presenter gives his/her own opinions and says that there will naturally be other opinions.

Over to you (sample answers)

- My last presentation was about a new product my company was about to launch.
- I had prepared clearly structured ideas and visuals and I was also very confident and relaxed.
- My presentation had a very strong introduction that led to a good main part in a clear way, but the closing was slightly sudden and I'm not sure the audience understood my message.
- Next time, I would make sure my closing sums up the main idea of my presentation, so that people go away with a single, clear message in their minds.