



Business English

Mastering Business Presentation Skills

Intermediate - Advanced





Intermediate

Mastering Business Presentation Skills Course Outline

UNIT 1

Preparing for a Presentation

- Lesson 1 - Presentation Checklist.
- Lesson 2 - Tools for Presentations.
- Lesson 3 - The Structure of the Presentation.
- Lesson 4 - Preparing the Presentation.
- Lesson 5 - Let's Present!

UNIT 2

Introduction of a Presentation

- Lesson 6 - Lexis For Introductions.
- Lesson 7 - The Structure of the Introduction.
- Lesson 8 - Future Forms in Presentation.
- Lesson 9 - Preparing the Presentation.
- Lesson 10 - Let's Present!

UNIT 3

The Main Part of a Presentation

- Lesson 11 - Lexis for Signposting.
- Lesson 12 - Crafting a Successful Main Part of a Presentation.
- Lesson 13 - Conditionals.
- Lesson 14 - Preparing the Presentation.
- Lesson 15 - Let's Present!



Intermediate

Mastering Business Presentation Skills Course Outline

UNIT 4

The Conclusion of a Presentation

Lesson 16 - Lexis for Conclusions.

Lesson 17 - How to Structure the Conclusion of a Presentation.

Lesson 18 - Narrative Tenses.

Lesson 19 - Preparing the Presentation.

Lesson 20 - Let's Present!

UNIT 5

The Question and Answer Session

Lesson 21 - Reporting Verbs.

Lesson 22 - How to Structure the Q&A Session of a Presentation.

Lesson 23 - Reported Speech.

Lesson 24 - Preparing the Presentation.

Lesson 25 - Let's Present!

UNIT 6

Reading and Understanding Data

Lesson 26 - Describing Images.

Lesson 27 - Describing Data and Numbers.

Lesson 28 - Describing Graphs.

Lesson 29 - Preparing the Presentation.

Lesson 30 - Let's Present!



Intermediate

Mastering Business Presentation Skills Course Outline

UNIT 7

Essential Presentation Skills

Lesson 31 - Key Skills for a Successful Presentation.

Lesson 32 - Making Impact.

Lesson 33 - Make it Memorable!

Lesson 34 - Preparing the Presentation.

Lesson 35 - Let's Present!

UNIT 8

Fears, Problems and Solutions

Lesson 36 - The Most Common Problems During a Presentation.

Lesson 37 - How to Overcome the Fear of Public Speaking.

Lesson 38 - Let's Summarise!

Lesson 39 - Preparing the Presentation.

Lesson 40 - Let's Present!