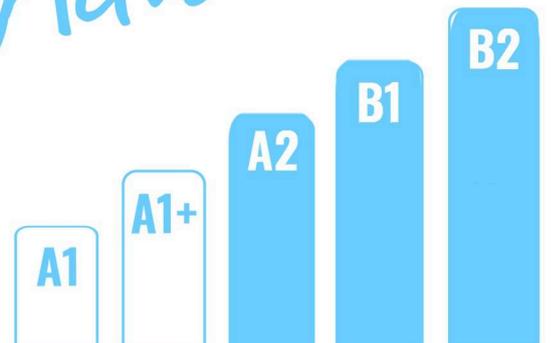




Business English

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!