

B1

PRESENTATIONS

≈ 27 MIN

Opening a Presentation — *practice on paper*

You know the four moves — now choose fresh phrases for team updates and client presentations.

Opening: **welcome** → **topic** → **outline** → **hook** ; match every phrase to the **situation** and **register** .

NAME

DATE

YOUR BUILD

1 · SORTING



2 · FILL-IN



3 · CORRECT



4 · WRITE



BRICK 1 · SORT BY FUNCTION · APPROX. 4 MIN



Sort each English phrase by its function. Then use the answer key to check the fitting register.

Morning, everyone

Thank you for being here

Glad you're here

Welcome, everyone

Hello, team

I'd like to discuss...

Our purpose today is...

Let me open with a question

Have you heard that...?

A quick customer story

WELCOME	TOPIC, OUTLINE & HOOK

BRICK 2 · COMPLETE THE FITTING PHRASE · APPROX. 6 MIN



Insert exactly the English word or phrase in the cue. The situation and register make every answer unambiguous.

- 01 Formal client briefing: Thank you for _____ us this morning. (use joining)
- 02 Neutral team update: Morning, team — thanks for _____ early. (use coming)
- 03 Neutral project update: For anyone who doesn't _____ me, I'm Aisha from HR. (use know)
- 04 Neutral sales talk: I'd like to _____ our renewal plan. (use talk about)
- 05 Formal client talk: Our purpose today is to _____ the rollout. (use explain)
- 06 Neutral team talk: Let me _____ with one question. (use begin)
- 07 Neutral data update: Did you _____ that the agenda changed? (use know)
- 08 Informal team talk: I want to _____ with a quick customer story. (use start)



YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · CORRECT THE PHRASE OR REGISTER · APPROX. 7 MIN



Each English sentence contains exactly one unsuitable phrase. Replace it with the wording in the cue and rewrite the full sentence.

- 01 Team update: I make a presentation at noon. (use "give")
.....
- 02 Sales opening: My talk deals about renewals. (use "I want to talk about")
.....
- 03 Client talk: Ladies and gentlemen, I warmly welcome you. (use "Good afternoon, everyone — thank you for coming.")
.....
- 04 Weekly team update: I sincerely thank everyone for making time to attend. (use "Hi, team — good to see you.")
.....
- 05 Formal client pitch: Hi guys, thanks for showing up. (use "Thank you for being with us this morning.")
.....
- 06 Product presentation: Right, let's get started with item one. (use "Hello, everyone — thank you for coming.")
.....

BRICK 4 · WRITE YOUR OPENING · APPROX. 8 MIN



Write an English opening for each prompt. Use welcome, topic, outline, and hook in that order.

- 01 Internal team update: write four short moves in a neutral register.
.....
- 02 Client presentation: introduce yourself formally and state a clear purpose.
.....
- 03 New department: name your role and topic; finish with a question hook.
.....
- 04 Sales report: avoid "make a presentation" and begin with a short story.
.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I match my welcome to the situation and register.
- ☐ I name the topic and outline before the hook.
- ☐ I say "give a presentation," not "make a presentation."
- ☐ I can open with a question, information, or a quick story.

Still unsure? Mark the four moves first, then check the register of every phrase.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

- | | |
|--|---|
| <p>01 Morning, everyone
<i>Welcome: neutral opens the room.</i></p> <p>02 Thank you for being here
<i>Welcome: formal thanks the room.</i></p> <p>03 Glad you're here
<i>Welcome: neutral thanks the room.</i></p> <p>04 Welcome, everyone
<i>Welcome: formal greets the room.</i></p> <p>05 Hello, team
<i>Welcome: neutral suits a team.</i></p> | <p>06 I'd like to discuss...
<i>Topic, outline & hook: it names the topic.</i></p> <p>07 Our purpose today is...
<i>Topic, outline & hook: it gives the outline.</i></p> <p>08 Let me open with a question
<i>Topic, outline & hook: it sets a hook.</i></p> <p>09 Have you heard that...?
<i>Topic, outline & hook: it sets a hook.</i></p> <p>10 A quick customer story
<i>Topic, outline & hook: it sets a hook.</i></p> |
|--|---|

BRICK 2 · FILL-IN

- | | |
|---|---|
| <p>01 Thank you for joining us this morning.
<i>Formal welcome: joining completes the thanks.</i></p> <p>02 Morning, team — thanks for coming early.
<i>Neutral welcome: coming completes the thanks.</i></p> <p>03 For anyone who doesn't know me, I'm Aisha from HR.
<i>Neutral introduction: know marks unfamiliarity.</i></p> <p>04 I'd like to talk about our renewal plan.
<i>Topic line: talk about names the content.</i></p> | <p>05 Our purpose today is to explain the rollout.
<i>Formal outline: explain states the purpose.</i></p> <p>06 Let me begin with one question.
<i>Neutral hook: begin introduces the question.</i></p> <p>07 Did you know that the agenda changed?
<i>Information hook: know opens the information.</i></p> <p>08 I want to start with a quick customer story.
<i>Informal hook: start introduces the story.</i></p> |
|---|---|

BRICK 3 · CORRECT

- | | |
|--|---|
| <p>01 I give a presentation at noon.
<i>Verb choice: give a presentation is fixed.</i></p> <p>02 I want to talk about renewals.
<i>Topic line: talk about replaces deals about.</i></p> <p>03 Good afternoon, everyone — thank you for coming.
<i>Register: a short welcome sounds natural.</i></p> | <p>04 Hi, team — good to see you.
<i>Register: the short welcome suits the team.</i></p> <p>05 Thank you for being with us this morning.
<i>Register: the formal welcome suits the client room.</i></p> <p>06 Hello, everyone — thank you for coming.
<i>Function: the presentation needs an audience welcome.</i></p> |
|--|---|

BRICK 4 · WRITE

Your texts may differ if all four moves suit the situation and register.

- | | |
|---|---|
| <p>01 "Morning, everyone — where are customers waiting longest? I'm Maya from Support; topic: response times. Our aim is one next step."
<i>Sequence: four moves include the question hook.</i></p> <p>02 "Thank you for your time — did you know one date changed? I'm Daniel from Procurement; topic: the supplier change. This talk shows the new timeline."
<i>Register: formal welcome, topic, outline, fact hook fit.</i></p> | <p>03 "Welcome — what do customers tell us first? I'm Noor from Sales; our topic is feedback. Today's goal is a simple overview."
<i>Function: role, topic, outline, question hook appear.</i></p> <p>04 "Good afternoon — last month, one client changed our plan. I'm Eva from Finance, giving this talk on quarterly sales. Purpose: two changes."
<i>Transfer: giving replaces making within four complete moves.</i></p> |
|---|---|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

NEXT STEP

Structuring Your Presentation

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ALSO PRESENT

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