+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

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

01 Morning, everyone
Welcome: neutral opens the room.

02 Thank you for being here
Welcome: formal thanks the room.

03 Glad you're here
Welcome: neutral thanks the room.

04 Welcome, everyone
Welcome: formal greets the room.

05 Hello, team
Welcome: neutral suits a team.

06 I'd like to discuss…
Topic, outline & hook: it names the topic.

07 Our purpose today is…
Topic, outline & hook: it gives the outline.

08 Let me open with a question
Topic, outline & hook: it sets a hook.

09 Have you heard that…?
Topic, outline & hook: it sets a hook.

10 A quick customer story
Topic, outline & hook: it sets a hook.

BRICK 2 · FILL-IN

01 Thank you for **joining** us this morning.
Formal welcome: joining completes the thanks.

02 Morning, team — thanks for **coming** early.
Neutral welcome: coming completes the thanks.

03 For anyone who doesn't **know** me, I'm Aisha from HR.
Neutral introduction: know marks unfamiliarity.

04 I'd like to **talk about** our renewal plan.
Topic line: talk about names the content.

05 Our purpose today is to **explain** the rollout.
Formal outline: explain states the purpose.

06 Let me **begin** with one question.
Neutral hook: begin introduces the question.

07 Did you **know** that the agenda changed?
Information hook: know opens the information.

08 I want to **start** with a quick customer story.
Informal hook: start introduces the story.

BRICK 3 · CORRECT

01 I **give** a presentation at noon.
Verb choice: give a presentation is fixed.

02 **I want to talk about** renewals.
Topic line: talk about replaces deals about.

03 **Good afternoon, everyone — thank you for coming.**
Register: a short welcome sounds natural.

04 **Hi, team — good to see you.**
Register: the short welcome suits the team.

05 **Thank you for being with us this morning.**
Register: the formal welcome suits the client room.

06 **Hello, everyone — thank you for coming.**
Function: the presentation needs an audience welcome.

BRICK 4 · WRITE

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

01 "Morning, everyone — where are customers waiting longest? I'm Maya from Support; topic: response times. Our aim is one next step."
Sequence: four moves include the question hook.

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."
Register: formal welcome, topic, outline, fact hook fit.

03 "Welcome — what do customers tell us first? I'm Noor from Sales; our topic is feedback. Today's goal is a simple overview."
Function: role, topic, outline, question hook appear.

04 "Good afternoon — last month, one client changed our plan. I'm Eva from Finance, giving this talk on quarterly sales. Purpose: two changes."
Transfer: giving replaces making within four complete moves.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

NEXT STEP
Structuring Your Presentation
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Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com