

B1

PRESENTATIONS

≈ 27 MIN

Presenting Online – *practice on paper*

You have built the lesson — now lock the announcements in on paper. New lines, same order: announce, check, hand over.

Announce it before you click: **I'll share my screen now** · then check: **Can everyone see my screen?**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY PHASE · APPROX. 4 MIN

● ○ ○

Each line belongs to one phase of your online talk. Lines that **set the screen up** and check what people can see go in the left column. Lines that **close and hand over** go in the right column.

I'm going to share my screen.

Over to you, Markus.

Can you hear me clearly?

You should be seeing the agenda.

I'll send the slides after the call.

I'll stop sharing in a moment.

Can everyone see the title slide?

Thanks, everyone – that's my part.

Let me know if you lose me.

I'll take last questions in the chat.

SETTING UP	CLOSING / HANDING OVER

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

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Fill in the missing word. Every sentence comes from a fixed phrase — say it quietly to yourself before you write.

- 01 Feel _____ to use the chat if anything is unclear.
- 02 Before the numbers, let's take a quick show of _____ .
- 03 Markus, would you _____ to add anything at this point?
- 04 If the picture stops moving, let me _____ if you lose me.
- 05 That belongs at the end, so I'll come _____ to that in the Q&A.
- 06 My last chart is done, so I'll stop _____ now.
- 07 I'll _____ over to Nina, who will take you through the timeline.
- 08 The next section is Anna's, so: over to _____ , Anna.

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence holds exactly one mistake in an announcement, a check question or a handover. Underline it and write the whole sentence correctly.

01 I'll share now my screen, so give me one second.

.....

02 Can everyone sees the chart on slide four?

.....

03 After the last chart I'll stop to share.

.....

04 Do you can hear me now?

.....

05 Feel free for asking anything in the chat.

.....

06 Thanks for all your questions — I give over to Anna.

.....

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt, ready for your next online meeting. Say what you are doing before the group can see it.

01 Your announcement: announce the screen share — "I'll ..."

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02 Your check question: ask the group whether they can see your first slide.

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03 Your rule for questions: chat or pause — say how questions will work.

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04 Your handover: end the screen share and pass the talk to a colleague.

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I announce each step before I click — with "I'll" or "I'm going to".
- ☐ I keep the verb next to its object: "share my screen now", not "share now my screen".
- ☐ I check with "can": "Can everyone see my screen?" and "Can you hear me?"
- ☐ I close with "I'll stop sharing now" and hand over with "Over to you, ..." or "I'll hand over to ...".

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

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

BRICK 1 · SORTING

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| <p>01 Setting up — "I'm going to share my screen."
<i>You announce the share before you click.</i></p> <p>02 Closing / handing over — "Over to you, Markus."
<i>The short handover passes the talk on.</i></p> <p>03 Setting up — "Can you hear me clearly?"
<i>The sound check belongs at the start.</i></p> <p>04 Setting up — "You should be seeing the agenda."
<i>You say what is on the screen you just shared.</i></p> <p>05 Closing / handing over — "I'll send the slides after the call."
<i>The promise for later belongs at the end.</i></p> | <p>06 Closing / handing over — "I'll stop sharing in a moment."
<i>You announce that the picture is about to disappear.</i></p> <p>07 Setting up — "Can everyone see the title slide?"
<i>The visibility check follows the share.</i></p> <p>08 Closing / handing over — "Thanks, everyone — that's my part."
<i>You mark the end of your own section.</i></p> <p>09 Setting up — "Let me know if you lose me."
<i>You give permission to interrupt you up front.</i></p> <p>10 Closing / handing over — "I'll take last questions in the chat."
<i>That steers the final round of questions.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 Feel free to use the chat
<i>"Feel free to ..." is a fixed invitation with the infinitive.</i></p> <p>02 a quick show of hands
<i>"A show of hands" is the fixed phrase for a quick poll.</i></p> <p>03 would you like to add anything
<i>"Would you like to ..." invites one person politely.</i></p> <p>04 let me know if you lose me
<i>"Let me know" gives the group permission to interrupt you.</i></p> | <p>05 I'll come back to that in the Q&A
<i>"Come back to something" parks a question for later.</i></p> <p>06 I'll stop sharing now
<i>After "stop" you use the -ing form when you end the activity.</i></p> <p>07 I'll hand over to Nina
<i>The handover is "hand over to", never "give over to".</i></p> <p>08 over to you, Anna
<i>"Over to you" is the short handover — four words, no verb.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 I'll share my screen now, so give me one second.
<i>Verb and object stay together and the time word sits outside;
"Now I'll share my screen" works too.</i></p> <p>02 Can everyone see the chart on slide four?
<i>After the modal "can" comes the base form.</i></p> <p>03 After the last chart I'll stop sharing.
<i>"Stop to share" would mean breaking off something else in order to share.</i></p> | <p>04 Can you hear me now?
<i>"Do" and "can" never combine in one question.</i></p> <p>05 Feel free to ask anything in the chat.
<i>"Feel free" takes the infinitive with "to".</i></p> <p>06 Thanks for all your questions — over to you, Anna.
<i>"I give over to Anna" does not exist; "I'll hand over to Anna" works as well.</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check that you announce, check and hand over cleanly.

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| <p>01 "I'll share my screen now — one second."
<i>Announce with "I'll", and "now" does not sit between verb and object.</i></p> <p>02 "Can everyone see the first slide?"
<i>"Everyone" is the subject, and the base form follows.</i></p> | <p>03 "Feel free to use the chat — I'll pause after each section."
<i>Invite first, then say when questions get their turn.</i></p> <p>04 "I'll stop sharing now. Over to you, Nina."
<i>Announce the screen first, then pass the talk on.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Opening a Presentation

englisch-lehrer.com/en/lessons/opening-a-presentation

NEXT STEP

Tech Problems in Video Calls

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