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B1 PRESENTATIONS ≈ 27 MIN

Signposting Language — *practice on paper*

You know the spoken signposts — now choose fresh transitions for points, slides, and the close.

Spoken route: **move on → point → come back → wrap up** ; choose by **function 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 spoken function. Then check its register in the answer key.

- Right, let's move on to delivery risks
- So, moving on to customer feedback
- That brings me to the budget figures
- Let's look at the left-hand column
- As you can see here, the top figure matters
- Back to the delivery deadline
- I'll come back to the demo point later
- Back to our central question
- So, to wrap up, here are two actions
- So, to wrap up, one final reminder

MOVE ON & POINT	RETURN & WRAP UP

BRICK 2 · COMPLETE THE SPOKEN SIGNPOST · APPROX. 6 MIN ●●○

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

01 Neutral transition: Right, let's move on to the _____ . (use schedule)

02 Formal transition: That brings me to the renewal _____ . (use forecast)

03 Neutral visual cue: Let's look at the _____ . (use final column)

04 Formal visual cue: If you look at the _____ row, you can see the total. (use second)

05 Return after a detour: Back to the original _____ . (use issue)

06 Postpone one detail: I'll come back to it after the _____ . (use break)

07 Neutral wrap-up: So, to wrap up, here are two _____ . (use decisions)

08 Final reminder: So, to wrap up, name the final _____ . (use owner)

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. Use the cue and rewrite the full sentence.

01 Conference room: The beamer is not working. (use "projector")

02 Slide change: Put the following foil on screen. (use "slide")

03 Return: I'll return later to this issue. (put "later" at the end)

04 Formal client talk: Hey guys, check row two. (use "If you look at the second row, you can see the total.")

05 Spoken update: Moreover, we now proceed to delivery. (use "Right, let's move on to the delivery schedule.")

06 Final summary: Moving on to another point, these are our final actions. (use "So, to wrap up")

BRICK 4 · PRODUCE YOUR TRANSITIONS · APPROX. 8 MIN

Write English spoken transitions for each prompt. Match the function and register to the situation.

01 Team update: move neutrally from the schedule to delivery problems.

02 Client presentation: formally direct attention to one table row.

03 Side question: postpone the detail and then return to the main topic.

04 Close: signal the summary and name two final actions.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I choose a spoken transition that matches the function.
- [ ] I direct attention to the slide before the key statement.
- [ ] I put "later" at the end of the return phrase.
- [ ] I do not use written connectors as spoken signposts.

Still unsure? Name the function first, then choose a phrase in the fitting register.

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 Right, let's move on to delivery risks
Move on & point: neutral changes the topic.

02 So, moving on to customer feedback
Move on & point: neutral names the next point.

03 That brings me to the budget figures
Move on & point: formal leads to the budget.

04 Let's look at the left-hand column
Move on & point: neutral directs attention.

05 As you can see here, the top figure matters
Move on & point: formal marks one location.

06 Back to the delivery deadline
Return & wrap up: formal returns to the topic.

07 I'll come back to the demo point later
Return & wrap up: formal postpones one detail.

08 Back to our central question
Return & wrap up: neutral resumes the main thread.

09 So, to wrap up, here are two actions
Return & wrap up: neutral begins the close.

10 So, to wrap up, one final reminder
Return & wrap up: neutral marks the final point.

BRICK 2 · FILL-IN

01 Neutral transition: Right, let's move on to the **schedule**.
Move on: schedule names the next topic.

02 Formal transition: That brings me to the renewal **forecast**.
Move on: forecast completes the next point.

03 Neutral visual cue: Let's look at the **final column**.
Pointing: final column names the target location.

04 Formal visual cue: If you look at the **second** row, you can see the total.
Pointing: second identifies the intended row.

05 Return after a detour: Back to the original **issue**.
Return: issue names the main topic.

06 Postpone one detail: I'll come back to it after the **break**.
Postponing: break names the later point.

07 Neutral wrap-up: So, to wrap up, here are two **decisions**.
Close: decisions names the summary content.

08 Final reminder: So, to wrap up, name the final **owner**.
Close: owner names the final action.

BRICK 3 · CORRECT

01 Conference room: The **projector** is not working.
Transfer: projector names the equipment.

02 Slide change: Put the following **slide** on screen.
Transfer: slide names the presentation visual.

03 Return: I'll return **to this issue later**.
Word order: later comes at the end.

04 Formal client talk: **If you look at the second row, you can see the total.**
Register: the polite phrase suits the client room.

05 Spoken update: **Right, let's move on to the delivery schedule.**
Medium: the spoken signpost replaces the connector.

06 Final summary: **So, to wrap up**, these are our final actions.
Function: To close signals the wrap-up.

BRICK 4 · WRITE

Your texts may differ if every spoken signpost suits its function and register.

01 "We have covered the schedule. So, moving on to the delivery risks. That brings me to supplier capacity."
Function: two neutral signposts move forward.

02 "If you look at the second row, you can see the total. As you can see here, the final column matters."
Register: two formal phrases direct attention.

03 "I'll come back to the staffing detail later. Back to the launch date."
Sequence: postponing and returning remain separate.

04 "So, to wrap up, we need an owner and a deadline. One final point: both actions need dates."
Close: two signposts mark the final actions.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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