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B1 PRESENTATIONS ≈ 27 MIN

Structuring Your Presentation — *practice on paper*

You know the structure — now sort and produce fresh phrases for clear project updates.

Structure:	**roadmap → sections → takeaways → questions**	; put the	**main point early**	in business presentations.

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 function. Then check its register in the answer key.

- Today's update has three sections
- I'll begin with our recommendation
- Then we'll review the current position
- The figures come in the final section
- Context, options, and action
- So, three things for the team...
- Keep these three points in mind
- That ends the main part of my briefing
- Audience Q&A after the summary
- One final takeaway before Q&A

ROADMAP & SEQUENCE	SUMMARY & QUESTIONS

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

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

01 Neutral roadmap: Today, I'll _____ three areas: risk, cost, and timing. (use cover)

02 Formal roadmap: This briefing is _____ two sections. (use divided into)

03 Point-first update: I'll begin _____ the recommendation, then add context. (use with)

04 Second section: _____, we'll review the customer feedback. (use Next)

05 Third section: After _____, we'll compare the two options. (use that)

06 Neutral summary: To _____, here are the main lessons. (use finish)

07 Three takeaways: The points to _____ are scope, timing, and ownership. (use remember)

08 Formal close: We can take your _____ now. (use questions)

YOUR BUILD 1 · SORTING 2 · FILL-IN 3 · CORRECT 4 · WRITE

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

Each English sentence contains exactly one unsuitable structural choice or error. Use the cue and rewrite the full sentence.

01 Project update: My talk is divided in four sections. (use "into")

02 Cost review: Step one, we review staffing. (use "First, we'll")

03 Busy clients: I'll give the company history before the recommendation. (put the recommendation first)

04 Summary: Let me finish about the main lessons. (use "with")

05 Formal close: I am happy for taking questions now. (use "happy to take")

06 Final recap: The three things for remembering are cost, speed, and risk. (use "to remember")

BRICK 4 · PRODUCE YOUR STRUCTURE · APPROX. 8 MIN

Write English phrases for each prompt. Give a roadmap, sequence the sections, and close appropriately.

01 Project update: preview three sections, leading with your recommendation.

02 Client briefing: sequence context, figures, and next steps in a formal register.

03 Team presentation: guide the body with three different sequencing phrases.

04 Close: summarise three takeaways and then open the question period.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I give the audience a clear roadmap before the body.
- [ ] I put the main point early in a concise business talk.
- [ ] I guide the sections with short sequencing phrases.
- [ ] I separate the summary from the invitation to questions.

Still unsure? Mark the four parts first, then check every phrase by its function.

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 Today's update has three sections
Roadmap & sequence: neutral previews the sections.

02 I'll begin with our recommendation
Roadmap & sequence: neutral puts the point first.

03 Then we'll review the current position
Roadmap & sequence: neutral changes the section.

04 The figures come in the final section
Roadmap & sequence: neutral locates the figures.

05 Context, options, and action
Roadmap & sequence: formal names three topics.

06 So, three things for the team…
Summary & questions: neutral introduces the recap.

07 Keep these three points in mind
Summary & questions: neutral marks the takeaways.

08 That ends the main part of my briefing
Summary & questions: formal ends the main part.

09 Audience Q&A after the summary
Summary & questions: neutral opens the question period.

10 One final takeaway before Q&A
Summary & questions: neutral gives the final takeaway.

BRICK 2 · FILL-IN

01 Neutral roadmap: Today, I'll **cover** three areas: risk, cost, and timing.
Roadmap: cover previews three areas.

02 Formal roadmap: This briefing is **divided into** two sections.
Roadmap: divided into names the sections.

03 Point-first update: I'll begin **with** the recommendation, then add context.
Sequence: begin with puts the recommendation first.

04 Second section: **Next**, we'll review the customer feedback.
Sequence: Next moves to section two.

05 Third section: After **that**, we'll compare the two options.
Sequence: After that introduces the next section.

06 Neutral summary: To **finish**, here are the main lessons.
Summary: finish signals the recap.

07 Three takeaways: The points to **remember** are scope, timing, and ownership.
Takeaways: remember marks the important points.

08 Formal close: We can take your **questions** now.
Questions: questions opens the discussion.

BRICK 3 · CORRECT

01 Project update: My talk is divided **into** four sections.
Preposition: divided into names the sections.

02 Cost review: **First, we'll** review staffing.
Sequence: First replaces the step transfer.

03 Busy clients: **I'll give the recommendation before the company history.**
Priority: the recommendation comes before the background.

04 Summary: Let me finish **with** the main lessons.
Combination: finish with introduces the close.

05 Formal close: I am **happy to take** questions now.
Form: happy to take opens questions politely.

06 Final recap: The three things **to remember** are cost, speed, and risk.
Form: to remember names the takeaways.

BRICK 4 · WRITE

Your texts may differ if the roadmap, sequence, and close clearly suit the situation.

01 "Today's briefing has three parts. I'll begin with the recommendation, then add the supporting context."
Structure: roadmap and main point come early.

02 "We will cover the background, the figures, and the proposed action. First, let us review the context."
Register: the formal roadmap orders three sections.

03 "First, we'll examine the customer need. Next, we'll compare the available options. After that, we'll choose an owner."
Sequence: three phrases guide the main part.

04 "To finish, remember cost, speed, and ownership. We can move to your questions now."
Close: takeaways come before the question period.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Opening a Presentation
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