

B2

PRESENTATIONS

≈ 27 MIN

# Summarising and Call to Action — *practice on paper*

You have built the lesson — now lock the close in on paper. New lines, same order: recap, ask, end on your message.

Recap first: **So, to sum up, ...** · then ask: **What I'd like you to do is ...**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY JOB · APPROX. 4 MIN

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Lines that **recap** what the room has already heard go on the left. Lines that **ask for one concrete action** go on the right.

Let me go over the key points.

Could you reply by Monday?

In summary, it's faster and cheaper.

What we need is a yes or no by Thursday.

What I'd like you to do is test the app.

So, to sum up: lower costs, faster delivery.

To recap, we've covered budget and timing.

I'd ask you to sign by the end of May.

The next step is a call on Tuesday.

If you remember one thing, make it this.

| RECAP | CALL TO ACTION |
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BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

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

01 So, to sum  : the new process is faster.02 Let me briefly  the three main points.03 What I'd like you to do  check the figures.04 And that  me to the end of today's talk.05 I'll take questions at the end  the session.06 We've covered sales and staff.  , a word on targets.07 We tested four tools, and in the  we chose one.08 Could you let me  your decision by Thursday?

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 the final point, the timing phrase or the request. Underline it and write the whole sentence correctly.

01 At last, I'd like to say a word about the budget.

02 In the end of my talk, I'll answer your questions.

03 What I'd like you to do it is check the figures.

04 What I'd like you to do is approving the plan by Monday.

05 In the end, a word on the timeline for next quarter.

06 What I'd like you to do approve the plan by Monday.

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



Write one sentence for each prompt, ready for the close of your next presentation. Keep the order in mind: recap, ask, end on your message.

01 Your recap: bundle three points in the same shape — "So, to sum up, ..."

02 Your final point: introduce it the right way — "Finally, ..." or "Lastly, ..."

03 Your request: say who should do what by when — "What I'd like you to do is ..."

04 Your last line: join the thank-you to your message.

## MINI-CHECK – CAN I DO THIS YET?

- ☐ I recap two or three points and bring nothing new into the close.
- ☐ I introduce my final point with "finally" or "lastly", not with "at last".
- ☐ My request names the action, the person and a deadline — for example with "What I'd like you to do is ...".
- ☐ I end on my message, not just on "Thank you".

*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 <b>Recap</b> — "Let me go over the key points."<br/><i>You announce that you will bundle what was said.</i></p> <p>02 <b>Call to action</b> — "Could you reply by Monday?"<br/><i>A polite request with a deadline.</i></p> <p>03 <b>Recap</b> — "In summary, it's faster and cheaper."<br/><i>"In summary" opens a formal recap.</i></p> <p>04 <b>Call to action</b> — "What we need is a yes or no by Thursday."<br/><i>The "What ... is ..." frame puts the decision you want at the end.</i></p> <p>05 <b>Call to action</b> — "What I'd like you to do is test the app."<br/><i>The "What ... is ..." frame names the action you want.</i></p> | <p>06 <b>Recap</b> — "So, to sum up: lower costs, faster delivery."<br/><i>Points in the same shape that the room already knows.</i></p> <p>07 <b>Recap</b> — "To recap, we've covered budget and timing."<br/><i>You look back at the content you have shown.</i></p> <p>08 <b>Call to action</b> — "I'd ask you to sign by the end of May."<br/><i>"I'd ask you to ..." is a slightly more formal request.</i></p> <p>09 <b>Call to action</b> — "The next step is a call on Tuesday."<br/><i>You say what happens next and when.</i></p> <p>10 <b>Recap</b> — "If you remember one thing, make it this."<br/><i>You anchor one single key idea.</i></p> |
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## BRICK 2 · FILL-IN

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| <p>01 <b>So, to sum up</b><br/><i>"To sum up" announces the recap.</i></p> <p>02 Let me briefly <b>recap</b> the three main points<br/><i>"Recap" means briefly repeating what was said.</i></p> <p>03 What I'd like you to do <b>is</b> check the figures<br/><i>After the "What" part comes "is", then the action.</i></p> <p>04 And that <b>brings</b> me to the end<br/><i>"That brings me to the end of ..." says that the talk is over.</i></p> | <p>05 <b>at the end of</b> the session<br/><i>For the point in time with a noun, say "at the end of".</i></p> <p>06 <b>Finally</b> (or <b>Lastly</b>), a word on targets<br/><i>"Finally" or "lastly" introduces the last point in a sequence.</i></p> <p>07 <b>in the end</b> we chose one<br/><i>"In the end" means "after everything": the result of a process.</i></p> <p>08 Could you let me <b>know</b> your decision<br/><i>"Let me know" politely asks for a reply.</i></p> |
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## BRICK 3 · CORRECT

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| <p>01 <b>Finally</b> (or <b>Lastly</b>), I'd like to say a word about the budget.<br/><i>"At last" signals relief after a wait; "finally" or "lastly" opens the last point.</i></p> <p>02 <b>At the end of</b> my talk, I'll answer your questions.<br/><i>For the point in time, say "at the end of", not "in the end of".</i></p> <p>03 What I'd like you to do <b>is</b> check the figures.<br/><i>The "What" part is already the subject, so the extra "it" goes.</i></p> | <p>04 What I'd like you to do <b>is approve</b> the plan by Monday.<br/><i>After "do is" comes the base form; "to approve" works too.</i></p> <p>05 <b>Finally</b> (or <b>Lastly</b>), a word on the timeline for next quarter.<br/><i>"In the end" means "after everything" and is not a neutral signal for the last point.</i></p> <p>06 What I'd like you to do <b>is approve</b> the plan by Monday.<br/><i>"Is" links the "What" part to the action.</i></p> |
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## BRICK 4 · WRITE

Your sentences may differ — just check that you recap, ask for something concrete and end on your message.

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| <p>01 <b>"So, to sum up:</b> lower costs, faster delivery, fewer errors."<br/><i>Three known points in the same shape, nothing new.</i></p> <p>02 <b>"Finally,</b> a quick word on the timeline."<br/><i>"Finally" or "lastly" introduces the last point.</i></p> | <p>03 <b>"What I'd like you to do is</b> approve the budget by Friday."<br/><i>Action, person and deadline in one sentence.</i></p> <p>04 <b>"Thank you all —</b> I look forward to your decision on Friday."<br/><i>The thanks leads into your message, so the deadline stays in mind.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

### PREREQUISITE

#### Structuring Your Presentation

[englisch-lehrer.com/en/lessons/structuring-presentation](https://englisch-lehrer.com/en/lessons/structuring-presentation)

### PAIR WITH THIS

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