



---

### Gapfill

Below is the script for *Talking Business: Presentations: Tips*. Fill in the eight gaps using the words below, then listen and check.

entertaining	right	structure	short	end	long	point	feed
--------------	-------	-----------	-------	-----	------	-------	------

Male: With a presentation, I think the aims and the **1.** \_\_\_\_\_ need to be clear.

Male 2: I like to wait until the **2.** \_\_\_\_\_ of the presentation before people **3.** \_\_\_\_\_ back on what I've just said, rather than interruptions throughout the presentation.

Male 3: I think of a presentation ... If you're standing up in front of a group of people, you need to make sure you're **4.** \_\_\_\_\_, make sure you're engaging, make sure you're interesting, make sure you're relevant, make sure you're talking to the **5.** \_\_\_\_\_ audience.

Female: Don't make it too **6.** \_\_\_\_\_, otherwise people fall asleep! Be **7.** \_\_\_\_\_, precise and to the **8.** \_\_\_\_\_, definitely.

## **KEY**

1. structure
2. end
3. feed
4. entertaining
5. right
6. long
7. short
8. point