

Meeting English — B1

Lesson 6: Presentations in Meetings

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
outline	<i>verb/noun</i>	to give a brief summary of the main points; the summary itself	Let me outline the key points of the proposal.
key point	<i>noun phrase</i>	the most important piece of information	The key point is that costs have risen by 15%.
supporting data	<i>noun phrase</i>	facts and figures used to back up a claim	Let me share some supporting data for that statement.
conclusion	<i>noun</i>	the final summary and result of a presentation or argument	Her conclusion was that the project was viable.
handout	<i>noun</i>	a printed document given to people during a meeting or presentation	I will distribute a handout before we begin.
Q&A;	<i>noun</i>	Question and Answer session at the end of a presentation	We will have a ten-minute Q&A; after the presentation.
summarise	<i>verb</i>	to give a shorter version of the main points	Let me summarise what we have discussed so far.
refer to	<i>phrasal verb</i>	to mention or direct attention to a source, slide, or document	Please refer to the chart on page three.
highlight	<i>verb</i>	to draw attention to something important	I want to highlight the risk in option two.
take questions	<i>phrase</i>	to invite the audience to ask questions	I will take questions at the end of this section.

Exercise 1: True or False

Read each statement. Write True or False on the line.

1. A handout is a printed document given to participants. _____
2. To summarise means to give a longer, more detailed version. _____
3. Q&A; stands for Question and Answer. _____
4. Supporting data is used to back up a claim. _____
5. To highlight something means to hide it from the audience. _____
6. A conclusion is the final summary of a presentation. _____

7. To refer to something means to mention or direct attention to it. _____
8. To outline means to give a long detailed description. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. Let me _____ the three main points of the proposal.
a) highlight **b)** summarise **c)** take questions **d)** outline
2. I will _____ questions after the final slide.
a) outline **b)** refer to **c)** take **d)** summarise
3. Please _____ the table on page four.
a) highlight **b)** summarise **c)** refer to **d)** conclude
4. I want to _____ the main risk in option three.
a) summarise **b)** highlight **c)** refer to **d)** outline
5. We will have a _____ session at the end.
a) handout **b)** Q&A; **c)** conclusion **d)** key point
6. I will distribute a _____ before the presentation starts.
a) Q&A; **b)** conclusion **c)** handout **d)** key point
7. Her _____ was that the project should go ahead.
a) handout **b)** supporting data **c)** outline **d)** conclusion
8. Let me _____ the main points before we move on.
a) refer to **b)** summarise **c)** highlight **d)** take

Exercise 3: Matching

Match each word or phrase (1–8) with its definition (a–h).

- | | |
|--------------------|---|
| 1. outline | a. facts and figures used to back up a claim |
| 2. key point | b. to give a brief summary of main points |
| 3. supporting data | c. the final summary of a presentation |
| 4. conclusion | d. the most important piece of information |
| 5. handout | e. to invite the audience to ask questions |
| 6. summarise | f. a printed document given to participants |
| 7. highlight | g. to give a shorter version of the main points |
| 8. take questions | h. to draw attention to something important |

Exercise 4: Gap Fill

Word bank: highlight | conclusion | summarise | Q&A; | handout | supporting data | outline | refer to

1. Let me _____ the three key points of today's proposal.
2. I will distribute a _____ before we start.

3. Let me share some _____ to support that claim.
4. Please _____ to the graph on the second slide.
5. I want to _____ the main concern in option two.
6. Let me _____ what we have covered so far.
7. We will have a ten-minute _____ after the presentation.
8. Her _____ was that the merger should proceed.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. the / Let / proposal. / me / the / outline / key / of / points
2. begin. / will / distribute / handout / we / I / a / before
3. on / page / three. / Please / refer / the / chart / to
4. highlight / I / want / the / option / in / to / two. / risk
5. so / summarise / discussed / me / what / Let / far. / we / have
6. We / the / a / will / end. / at / have / session / Q&A;
7. was / conclusion / the / Her / that / viable. / was / project
8. I / after / slide. / take / the / will / final / questions

Exercise 6: Word Sort

Sort the words into the correct category.

Words: highlight | key point | summarise | outline | take questions | supporting data | handout | refer to | conclusion | Q&A;

Verbs				
_____	_____	_____	_____	_____

Nouns				
_____	_____	_____	_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Pam: Let me _____ the three main points of this report.

James: I've distributed a _____ to everyone.

Pam: Thank you. Now let me share some _____.

James: Could you _____ the table on slide four?

Pam: Of course. I also want to _____ the key risk.

James: What is the _____ from the data?

Pam: Let me _____: costs are rising and we need to act.

Pam: That's my _____. I'll now take questions.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

1. True
2. False
3. True
4. True
5. False
6. True
7. True
8. False

Exercise 2: Multiple Choice — Answers

1. d) outline
2. c) take
3. c) refer to
4. b) highlight
5. b) Q&A;
6. c) handout
7. d) conclusion
8. b) summarise

Exercise 3: Matching — Answers

1. outline → b) to give a brief summary of main points
2. key point → d) the most important piece of information
3. supporting data → a) facts and figures used to back up a claim
4. conclusion → c) the final summary of a presentation
5. handout → f) a printed document given to participants
6. summarise → g) to give a shorter version of the main points
7. highlight → h) to draw attention to something important
8. take questions → e) to invite the audience to ask questions

Exercise 4: Gap Fill — Answers

1. outline
2. handout
3. supporting data
4. refer to
5. highlight
6. summarise
7. Q&A;
8. conclusion

Exercise 5: Word Order — Answers

1. Let me outline the key points of the proposal.

2. I will distribute a handout before we begin.
3. Please refer to the chart on page three.
4. I want to highlight the risk in option two.
5. Let me summarise what we have discussed so far.
6. We will have a Q&A; session at the end.
7. Her conclusion was that the project was viable.
8. I will take questions after the final slide.

Exercise 6: Word Sort — Answers

Verbs: outline, summarise, highlight, refer to, take questions

Nouns: key point, supporting data, conclusion, handout, Q&A;

Exercise 7: Complete the Conversation — Answers

1. Pam: Let me outline the three main points of this report.
2. James: I've distributed a handout to everyone.
3. Pam: Thank you. Now let me share some supporting data.
4. James: Could you refer to the table on slide four?
5. Pam: Of course. I also want to highlight the key risk.
6. James: What is the key point from the data?
7. Pam: Let me summarise: costs are rising and we need to act.
8. Pam: That's my conclusion. I'll now take questions.