



ENGLISH FOR INTENSIVES

Ejemplo de clase de “Business English”

Presentaciones

Los profesores enseñarán a los alumnos de forma comunicativa las distintas partes que debe contener una presentación, introducción, desarrollo, conclusiones y ruegos y preguntas. Para ello, se le entrega a cada alumno, expresiones tipo teniendo que ponerlas en práctica simulando situaciones reales de “business”.

Ej.:

Introduce – Introduce yourself (greeting), explaining the reasons for listening.

Introduce the presentation topic.

Outline – Describe different sections of the presentation.

Question policy – During or at the end?

Here are some phrases which you can use to structure the introduction in this way:

Introduce

1. Good morning/afternoon (everyone) (ladies and gentlemen).
2. It's a pleasure to welcome (the President) here.
3. I'm ... (the Director of ...)
4. By the end of the talk/presentation/session, you'll know how to... /
...you will have learned about... /

Introduce the presentation topic.

5. I plan to say a few words about...
6. I'm going to talk about...
7. The subject of my talk is...

Outline

8. My talk will be in (three parts).
9. In the first part...
10. Then in the second part

11. Finally, I'll go on to talk about...

Questions

12. Please interrupt if you have any questions.

13. After my talk, there will be time for a discussion and any questions.

Beginning the Main Body

14. Now let's move to / turn to the first part of my talk which is about...

15. So, first...

16. To begin with...

Ending Parts within the Main Body

17. That completes/concludes...

18. That's all (I want to say for now) on...

19. Ok, I've explained how...

Beginning a New Part

20. Let's move to (the next part which is) ...

21. So now we come to the next point, which is...

22. Now I want to describe...

23. Let's turn to the next issue...

24. I'd now like to change direction and talk about...

Listing

25. There are three things to consider. First... Second... Third...

26. There are two kinds of... The first is... The second is...

27. We can see four advantages and two disadvantages. First, advantages...

28. One is... Another is... A third advantage is... Finally...

Sequencing

29. There are (four) different stages to the process.

30. First / then / next / after that / then (x) / after x there's y.

31. There are two steps involved. The first step is... The second step is...

32. There are four stages to the project.

33. At the beginning / later / then / finally...

34. I'll describe the development of the idea. First the background, then the present situation, and then the prospect for the future.

Concluding

42. I think we have seen that we should...

43. In my opinion, we should...

44. I recommend/suggest that we...

45. There are three reasons why I recommend this. First, ... / Second, ... / Finally, ...

An Ending Phrase

46. Well, I've covered the points that I needed to present today.

47. That sums up (my description of the new model).

48. That concludes my talk for today.

Inviting Questions and/or Introducing Discussion

49. Now we have (half an hour) for questions and discussion.

50. So, now I'd be very interested to hear your comments.

Thanking the Audience

51. I'd like to thank you for taking time out to listen to my presentation.

52. Thank you for listening / your attention. / Many thanks for coming.

Junto con las presentaciones se les darán a los alumnos "Business Phrasal Verbs" que tendrán que incluir en la presentación.

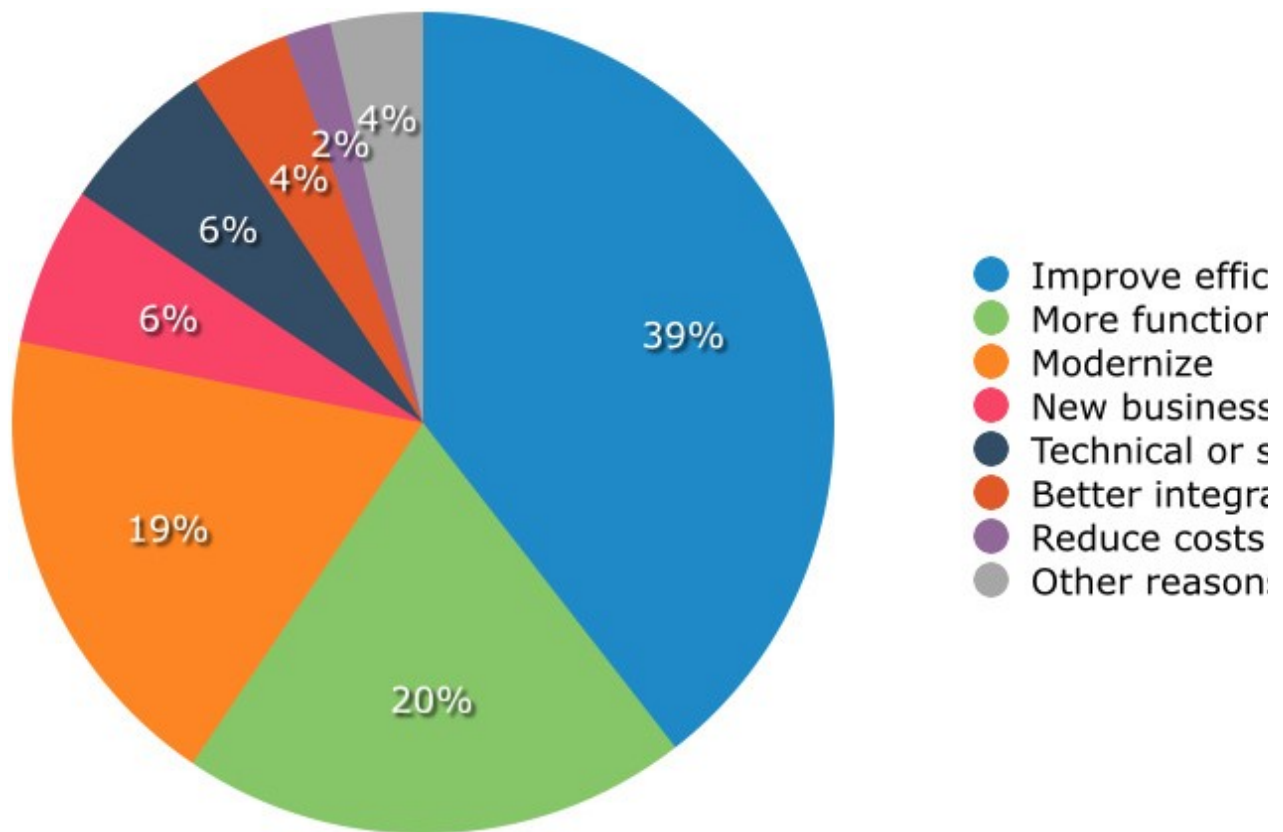
El profesor explicará a los alumnos el significado de los "phrasal verbs" con el objetivo de comprender el contexto en el cual se deben de emplear

Ej.

- Branch out. Expand or extend one's interests. ...
- Break into. Enter (with effort or force) ...
- Curry on. Continue. ...
- Close down. Stop operating. ...
- Look forward to. Anticipate with pleasure. ...
- Note down. Write something down. ...
- Step down. ...
- Take off.

Describing graphs.

Los gráficos serán el apoyo para dar las presentaciones, la finalidad es similar una situación real de trabajo en la que tendrán que dar a conocer un producto, explicar la evolución de una campaña, los beneficios o las pérdidas, etc. y todo ello con "phrasal verbs, prepositional phrases, Business idioms". Todos los casos prácticos deberán incluir frases estándar usadas cuando se hacen presentaciones en inglés.



Objetivos a conseguir:

Todos los alumnos darán una presentación, el tema será libre siempre poniendo en práctica todos los conceptos adquiridos. Tras la presentación que puede ser grabada, el profesor corregirá aspectos que puedan ser mejorables.