## A   Key steps: introduction

Anne-Marie Duval works for a firm of management consultants. She is responsible for recruiting consultants for the firm. She has been invited as a guest speaker to an international conference in Cannes to talk about the subject of recruitment.

a **My name's** Anne-Marie Duval and I work for Gem Consultants.

b **It's very nice to see so many of you here** in Cannes on such a sunny day!

c **I'm going to talk about** 'Consultancy Skills for the 21st Century'.

d **There are three main areas** I want to look at today.

e **If you have any questions,** I'll be very happy to answer them at the end of the session.

## B   Key steps: main part

**OK. To begin with, let's look at** the first type of skills that consultants need: technical skills.
Of course, **related to** technical skills, you need good general knowledge of management subjects.

**That's all I have time for** on technical skills.
**Let's move on** to the second area: interpersonal skills.
**As you can see** on this slide, there are two **key areas in relation to** interpersonal skills.
And **as this transparency shows**, interpersonal skills are complex.

I think **that covers everything on** interpersonal skills.
**Time is moving on**, so **let's turn to** the third area: people management issues.
This is **the third and most important area** that I want to talk about today.

OK, **that's all I have to say on/about** the key area of people-management issues.

## C   Key steps: closing

Let me just **sum up**. **Firstly**, we looked at technical skills, **secondly**, interpersonal skills and **last but not least**, people management issues.
In fact, the secret for success in the future is going to be, **in my view**, these people-management issues. **That brings me to the end** of my presentation. **Are there any questions?**

# Exercises

**61.1** Match the expressions (a–e) in A opposite with what the speaker is doing (1–5).

1 interacts with audience by showing she knows where she is and saying what she thinks of the place □
2 identifies herself □
3 tells the audience when she will answer questions □
4 announces the title of her talk □
5 says how it will be structured □

**61.2** Look at B opposite and correct the mistakes below, from another presentation. There is one mistake in each item.

1 To begin with, let we look at the most basic product in our range.
2 Of course, you will certainly have lots of questions in relation with the product specifications of our basic model.
3 That's all I'm having time for on product specifications.
4 Let's to move on to our mid-range model.
5 As this transparency is showing, there are two key features I want to talk about in relation to our mid-range model.
6 I think that cover everything on our mid-range model.
7 Our top-of-the-range product is the third and more important model I want to talk about.

**61.3** Look at C opposite. Is the presenter using the **bold** expressions in the correct place? Why? / Why not?

1 **Are there any questions?** There are three main areas I want to talk about: one – old products, two – new products and three – ideas that are currently under development.
2 Let me just **sum up** as I've covered the three things I wanted to talk about and we're getting near the end of our time.
3 Firstly, we looked at technical skills, secondly, interpersonal skills and **last but not least**, people management issues.
4 **That brings me to the end of my presentation** and fourthly there are the financial aspects and I'm going to spend 20 minutes on them now.
5 In fact, the secret for success in the future is going to be, **in my view**, these people management issues. Of course, other experts in the field have different opinions on this.

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### Over to you

Think of your last presentation.

- What was it about?
- What went well?
- Did it have a good introduction, a good main part and a good closing?
- What would you change next time?