Outlining Your Talk
自分の話の概要を述べる

OBJECTIVES

To explain a presentation's objective	To outline a presentation's content	To encourage questions
プレゼンの目的を説明する	プレゼン内容の概略を述べる	質問を促す

EXERCISE 1

Read the following article aloud.
次の記事を声に出して読みましょう。

Chris　Hello. My name's Chris Jones, and I'm a trainer for Apex Systems.
The goal of today's presentation is to introduce you to Nexus.
This is a software solution that provides e-mail, file-sharing,
and other communication tools for businesses.
Your company is planning to purchase and install our software,
so I'm going to explain everything you need to know about it.

As you'll see, it's extremely user-friendly and flexible.
I will begin by explaining how to set up your account,
then I'll look at some specific functions, and finally I'll discuss customization.
Once you get the hang of it, you will find that Nexus will save time,
make your job easier, and improve your productivity.
By the time I'm finished today,
you should be ready to use all the essential functions.
If you are unclear about anything, please feel free to ask questions at any point.

EXERCISE 2

Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

Chris   Hello. My name's Chris Jones, and I'm a trainer for Apex Systems.

___ ____ __ today's presentation is to introduce you to Nexus.

This is a software solution ____ _____ e-mail, file-sharing,

and other communication tools for businesses.

Your company is planning __ _____ and install our software,

so I'm going to explain everything you need to know about it.

__ ____ ___, it's extremely user-friendly and flexible.

I will begin by explaining how to set up your account,

then ___ ____ __ some specific functions, and finally I'll discuss customization.

Once you get the hang of it, you will find that Nexus will save time,

make your job easier, and improve your productivity.

__ ___ ____ I'm finished today,

you should be ready to use all the essential functions.

If you are unclear about anything, please feel free to ask questions __ ___ ____.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will the listeners' company do?

Answer 1

a. Take over Apex Solutions

b. Hire a new trainer

c. Change its filing system

d. Buy new communications software

Question 2

» What is a benefit of Nexus?

Answer 2

a. It makes accounting easier.

b. It is used by many businesses.

c. It helps employees be productive.

d. It functions automatically.

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう！

Talk 1

You are a sales representative for a medical company.

You are giving a presentation on a new drug.

The goal is to compare your company's new product with other companies' products.

Explain the objective to your client (your teacher).

Talk 2

You are a marketing manager at a cosmetics company.

You are giving a presentation on a new advertising campaign.

You will first talk about magazine advertising, then talk about online advertising.

Outline the presentation's content for the listeners (your teacher).

Talk 3

You are a manager at a factory.

You are giving a presentation to the workers (your teacher) about new safety rules.

Encourage them to ask questions at any time if they do not understand something.

WORDS & PHRASES | 単・熟語表現の紹介

» solution / ソリューション、解決法　　» user-friendly / 使いやすい、ユーザーフレンドリーな　　» set up / 設定する、設置する

» specific / 特定手の　　» get the hang of ～ / ～のコツがわかる　　» essential / 主要な、大変重要な

» unclear / 不明な　　» feel free to do / 気軽に～する

HOMEWORK

Writing 1

You have written a presentation introducing a new piece of laboratory equipment.
Your main goal is to make it easier to understand how to use the equipment.
Write an e-mail to your colleague, Mark, explaining the presentation's objective
and ask him for feedback.

Writing 2

You would like to give a presentation at a conference on economic trends in Asia.
Your presentation will analyze changes in the cost of living in Japan, then China,
and then South Korea. Send an e-mail to the conference organizers,
the Asian Economic Forum. Propose your presentation and outline its content.