

## Dos, don'ts and key phrases

**A** Decide whether the items in the box are dos or don'ts.

be strict about the time exaggerate your intonation focus on one person gesticulate	invite questions read from notes seek feedback smile a lot	speak quickly stay in one spot use long sentences use rhetorical sentences
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Dos	Don'ts
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**B** Place the key phrases in the correct boxes.

After that, we'll move on to... Finally, we'll review... Going on to the next slide, ... Here we can see... I'll start by + GERUND I'll take questions at the end if you don't mind If you have any questions, fire away.	In conclusion, ... Now I'd like to turn to... Please feel free to interrupt me if Thank you very much for your attention. Then we'll look at... Time is short so I'll press on To sum up then, ...
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**INTRODUCTION**

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**MAIN BODY**

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**CONCLUSION**

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**QUESTIONS**

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