

Read the presentation by the Marketing Manager of a soft drinks company and do these short tasks:

Refer to the speaker's introduction and put these into the correct order:

- 1 the current product range **2**
- 2 the future prospects for the company **4**
- 3 the history of the company **1**
- 4 questions **5**
- 5 new products **3**

Refer to the introduction again and put these expressions into the correct order:

- 1 after that **3**
- 2 finally **4**
- 3 first of all **1**
- 4 then **2**

Refer to the first part of the presentation and complete these sentences using the exact words the speaker uses:

- 1 I'd like to **start** by **welcoming** you here today.
- 2 The **Purpose** of this presentation is to ...
- 3 Let me **begin** by giving you an **outline** of my talk today.
- 4 Right **Let's** start **by** looking at the history ...

Refer to the second part of the presentation and complete these sentences using the exact words the speaker uses:

- 1 So, to **move on** to the current product range.
- 2 Now **Let** me move on to the new products ...
- 3 Now I'm going to **turn** to the future prospects of the company ...

Refer to the second part of the presentation again and complete these sentences using the exact words the speaker uses:

- 1 OK then. To **sum** up, Green World is now a ...
- 2 That **brings** me to the **end** of my presentation today.

Use the correct form of the **past** to complete the story.

- Past simple
- Past continuous (was/were + ing)
- Past Perfect (had + past participle)

I remember when I 1. *was working* (work) at my previous job, I needed to overcome some significant challenges, but there is one that is more memorable than the rest. I 2. *had received* (receive) a promotion a few weeks before and I 3. *was learning* (learn) how to handle my new responsibilities. I 4. *was managing* (manage) a small team of employees who 5. *had been* (be) my co-workers just a few weeks before. I 6. *had known* (know) some of them were also interested in getting promoted and 7. *had felt* (feel) jealous of me because some of them 8. *had worked* (work) at the company longer than I had. I 9. *wanted* (want) to gain their trust and respect. I decided it would be important to be patient, fair, and humble. After a few weeks, I 10. *was feeling* (feel) nervous about my plan, when I 11. *received* (receive) an email from one of my employees. It said "Thank you for being such a great leader. You definitely 12. *deserved* (deserve) the promotion."