



Mix and match

If you get your facts wrong.

Sorry, I should just mention one other thing.

If you have been going too fast and your audience is having trouble keeping up with you.

Let me just recap on that.

If you have forgotten to make a point.

Sorry, perhaps I did not make that quite clear.

If you have been too complicated and want to simplify what you said.

So, basically, what I am saying is this.

If you realize that what you are saying makes no sense.

I am terribly sorry. What I meant to say was this.

If you cannot remember the term in English.

Sorry, what is the word I am looking for.



Complete the sentences.

I am terribly sorry. What I _____ to say was this.

I want to _____ briefly on what I have been saying.

If I can just go back to the previous _____, there is something else that I forgot to _____.

So, _____, the point I am trying to get _____ is this.

Let me _____ that to make it quite clear.

Sorry, what is the word I am _____ _____ ?

As we are short of time, this is just a quick _____ of the _____ points.

across

point

meant

main

for

recap

looking

rephrase

basically

mention

summary



Reorganise the text

year.
up at approximately ten million which is a substantial
figures more closely. As you can
fluctuations, there is a strong upward
increase on the previous financial
Let's look at the
see from this graph showing smoothie sales, despite slight
trend and we predict that sales will
soar over the next five years. Sales finished



Complete the sentences with the words below

I'd like to [] [] something Jane said in her presentation.

If I could just [] a few points [] John's report.

I don't have a lot of time [] so I'm going to [] the next few points.

I'd like to quickly [] the main points [] my presentation.

[] quickly [] what was said before lunch,.....

I'd like to [] by [] you with this thought

If I may [] [] quoting Karl Marx

from to on

conclude

of summarize by go back

left leaving recap

summarize