

Presentations – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Welcoming and thanking the audience, Referring to the audience	Opening remarks
KP 2	Introducing yourself, Introducing speakers, Describing responsibilities, Audiovisual aids vocabulary	Opening introductions
KP 3	Describing the objectives of a talk, Describing the order of items, Explaining provisions for questions	Giving an overview
Unit 2 KP 4	Opening and closing subjects, Signaling points to be covered later	Making a presentation flow
KP 5	Referring back to previous points, Returning to subjects, Digressing	Reinforcing and digressing
KP 6	Summing up, Signaling the end of a talk, Signaling concluding remarks	Concluding remarks
Unit 3 KP 7	Comparing and contrasting, Expanding arguments	Comparing and contrasting
KP 8	Highlighting and emphasizing important points, Rephrasing, Reformulating and simplifying important points	Highlighting and reformulating
KP 9	Adding emphasis, Reiterating	Intensifying
Unit 4 KP 10	Describing trends, Describing degrees of change	Describing trends
KP 11	Chart vocabulary, Referring to charts, Drawing conclusions from charts	Using visual aids
KP 12	Explaining results, Describing causes, Describing consequences	Explaining results and consequences

Unit 5 KP 13	Inviting questions from the audience, Asking for clarification and repetition, Rephrasing questions, Checking comprehension, Checking that questions have been answered satisfactorily	Dealing with questions
KP 14	Asking the audience questions, Inviting the audience to participate and vote	Involving the audience
KP 15	Postponing questions, Sympathizing with audience members' points of view, Explaining time constraints	Managing interruptions and objections
Unit 6 KP 17	Comprehensive Review	Preparing for a presentation
KP 18		International presentations
KP 19		Getting the message across

Meetings – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Greeting people, Introducing people, Describing responsibilities	Greetings and introductions
KP 2	Speaking on behalf of others, Delivering an opening line, Welcoming people, Describing roles in meetings, Passing on apologies	Initial formalities
KP 3	Describing objectives, Giving reasons and justification, Describing a sequence of items	Introducing the agenda
Unit 2 KP 4	Moving on to new subjects, Opening agenda items, Closing agenda items, Referring to subjects, Inviting participants to present items	Opening and closing items
KP 5	Stating whether items are relevant, Focusing the discussion on the agenda, Signaling points for later discussion	Controlling the discussion
KP 6	Requesting action, Volunteering to take action, Asking for volunteers, Specifying action to be taken, Arranging for future contact and reporting	Arranging follow-up
Unit 3 KP 7	Making suggestions and recommendations, Inviting suggestions and recommendations, Giving opinions	Suggestions and recommendations
KP 8	Expressing degrees of agreement and disagreement, Softening	Agreeing and disagreeing
KP 9	Simplifying and clarifying, Rephrasing, Asking for clarification, Summing up	Clarifying and summarizing
Unit 4 KP 10	Asking to enter the discussion, Inviting participants to enter the discussion, Giving an update	Entering the discussion
KP 11	Interrupting, Resisting interruptions, Calling a discussion to order	Interruptions
KP 12	Referring to earlier comments, Expanding on specific points	Furthering the discussion

Unit 5 KP 13	Inviting participants to vote, Reporting the result of a vote	Group decision
KP 14	Focusing on outstanding issues, Agreeing on arrangements for a meeting, Closing a meeting	Closing a meeting
KP 15	Making written descriptions of action and attributing responsibility in meeting minutes	Minutes of meetings
Unit 6 KP 16	Comprehensive review	Making the most of meetings
KP 17		International meetings
KP 18		Seating arrangements