

Test yourself!

**See how much you've learned about giving presentations in English.
Use the clues to complete the crossword.**

Across

- 2 „nejdříve“: ... *of all, I'd like to talk about the new project.*
- 4 „přerušit“: *If you have any questions, please feel free to ... me at any time.*
- 10 The opposite of 'increase': *We have experienced a drastic ... in orders.*
- 13 „kolísat“: *Orders generally ... between 1.2 and 1.4 million.*
- 15 Indicating the end of one section and the start of the next: *This ... me directly to my next topic.*
- 16 Written material for the audience: *I've prepared a ... for you.*
- 17 'in few words': *Let me just go over this again*
- 21 Another word for 'approaching': *I'm ... the end of my talk today.*
- 22 „shrnout“: *Let me ... the main issues.*
- 23 Another word for 'said': *As I ... earlier, the situation is improving.*
- 26 'very small': *There has been a ... decrease in sales this year.*
- 27 *If you don't mind, I'd ... not to discuss this today.*
- 29 Another word for 'part'.
- 30 „zvýšit“: *The British government has ... taxes again this year.*
- 31 „představit se“: *Let me ... myself. My name is*

Down

- 1 What's the preposition? *She is the regional manager, responsible ... Europe.*
- 3 „snímek“ (PowerPoint): *Let's look at the next*
- 5 A good visual for showing percentages.
- 6 To deal with something (like a question) later.
- 7 Another word for 'emphasize': *I'd like to ... the main advantages.*
- 8 „téma“: *As you know, today's ... is market segmentation.*
- 9 „čísla“: *Here you can see the sales ... for 2005.*
- 11 To repeat the same question or information in a different way.
- 12 „tabulka“: *This ... gives us an overview of the situation.*
- 14 A polite way of asking somebody to do something. *Would you ... repeating that?*
- 18 Another way to say 'regarding': *With ... to.*
- 19 To make sure something is clear.
- 20 What's the preposition? *If we don't do something, we will run ... serious financial trouble.*
- 24 „zdůraznit“: *Let me ... the fact that we need to act quickly.*
- 25 A general description of the most important facts: *I'll begin by giving you an*
- 28 Another word for 'role': *I am here in my ... as head of marketing.*

