Presentation in a meeting



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Vocabulary

Key-points: the most important points.

Sum up: to express briefly the important facts about something or the characteristics of someone.

Switching (in this context): to change suddenly or completely, especially from one thing (topic) to another, or to exchange by replacing one person or thing with another.

Off-topic: (of a comment) not relevant to the subject under discussion.

Summarize: to express the most important facts or ideas about something or someone in a short and clear form.

Closed-minded: not willing to consider ideas and opinions that are new or different to your own.

Menacing: making you think that someone is going to do something bad.

Lying (present participle of 'to lie'): to say something that is not true in order to deceive.

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During a Meeting



Body Language



Audience



Speaker / Presenter

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