# Presentation in a meeting




© **2018** albert-learning.com

# 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.

© **2018** albert-learning.com

# During a Meeting




**Body Language**



**Audience**




**Speaker / Presenter**

© 2018 albert-learning.com