

Presentation in a meeting



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.

During a Meeting

IT'S WHAT YOU **DON'T SAY** THAT COUNTS!



Body Language



Audience



Speaker / Presenter