



Successful Presentations in English

14, 16, 21 y 23 November (12 hours)

UNIT A

Opening and structuring a presentation

Organizational details

Getting the audience's attention

UNIT B

Signposting

Introducing visuals

Basic business terms

UNIT C

Emphasizing important points

Talking about trends

Formality

UNIT D

Summarizing the main points

Dealing with questions



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