

Selecting a Venue for a Business Conference The Hilton Chicago

The following list provides some relevant information about the Hilton Chicago.

PARAPHRASING:

- | | |
|--|--|
| • Centrally located | (it's located in the city centre) |
| • Conference room capacity - 200 people | |
| • Audio/visual equipment, high speed internet access | (quick internet access) |
| • Room discount for conference participants | (..they can get a discount) |
| • Fitness center and swimming pool | |
| • On-site dining | (have dinner in the hotel) |
| • Rather expensive rental fees | (..pretty expensive to rent the place) |

Sample answer:

Well, my first option for a Business Conference Venue is the Hilton Chicago. The Hilton Chicago **has many bullets in its favour.**

First of all, it's located in the city centre – which makes it easily accessible- and it can accommodate up to 200 people in its conference room. **Another advantage is that** the conference room has state-of-the-art audio/visual equipment and of-course quick internet access.

Besides the conference room the Hilton Chicago also **offers extra facilities.** The participants can have dinner in the hotel and they can take a relaxing break at the swimming pool or the fitness centre. Moreover if they want to stay at the hotel they can get a discount.

The only drawback is that it's pretty expensive to rent the place which is quite reasonable because it offers so much.

Introduce the option.

Group the bullets:

(a) all about the conference venue

(b) other facilities

Keep the drawback at the end.

~130 words – it takes about **1' minute** to present it

TIPS:

- Use synonyms whenever possible (don't worry too much about it)
- Turn the bullet points into full sentences and relate them to the topic (!!)
- Group and/or rearrange the bullets in a meaningful way.

Now it's your turn. WRITE a presentation for the following prompt cards.

A/ PLACE: Venue for a conference.

Selecting a Venue for a Business Conference The Intercontinental Chicago

The following list provides some relevant information about the Intercontinental Chicago .

- Centrally located
- Conference room capacity - 350 people
- Wireless internet connection available
- Fitness center and pool
- On-site restaurant, variety of dishes
- Affordable room prices
- Presenters need to bring their own laptop

WRITE your answer is 120-150 words.

B/ PERSON: Employee of the year.

Selecting the Employee of the Year

Jerry O'Donnell, Marketing Manager

The following is a list of some of Jerry's personal characteristics and comments made by the Chief Executive Officer and other colleagues.

- 37 years old
- 6 years at the company
- Productivity increase 20% in his department
- Projects done on time
- Interesting advertisements
- Manages different projects at the same time
- Doesn't share ideas with other people

WRITE your answer is 120-150 words.