

Script: Starting a presentation

RV Good afternoon, everyone. My name's Ricardo Valdes. I'd like to talk about our new marketing strategy. There are three parts to my presentation. Firstly, the background to the strategy. Secondly, how we want to change our current operations. Finally, the details of the costs and the effect of the change on staff. By the end of my presentation you will understand clearly our future plans.

Script: Tara Fashions

a) Fill in the blanks

Good morning, everyone. Thanks for coming to my presentation. My name is Martha Rodriguez. I am Personnel Director of Tara Fashions. I am going to talk to you today about our company. _____, I'll give you some basic information about Tara Fashions. Then I'll talk about our overseas stores. After that I'll outline the strengths of the company. Next, I'll talk about career opportunities with Tara. And finally I'll mention our future plans. I'll be pleased to answer my questions at the end of my talk.

Let me start with some basic facts about Tara. The company started in _____. We are a family-owned business and our head office is in Cordoba, Spain. We sell clothes for men and women, and our customers are mainly fashion-conscious people aged _____ to _____. We have _____ stores in Spain. All the stores are very profitable. Right, those are the basic facts.

Let me add a few figures. We have an annual turnover of about _____. Our net profits last year were approximately _____. We have workforce of just over _____ employees. So those are the numbers. Now about our overseas stores. We have _____ large stores in France and another _____ in other European countries. We are planning to open _____ new stores next year. What are our strengths? We keep up with fashion trends. If we spot a trend, we can bring out a new design in _____ days. And we get it to the stores very quickly. We deliver to stores _____ a week. And we sell our designs at the right price.

Ok, now what about career opportunities? It's quite simple. If you are ambitious and fashion-conscious, we have opportunities in all areas of our business. We will welcome you with open arms.

Finally, a few words about our new project. We are planning to open a new store in New York next year – on _____ Avenue. This will give us a foothold in the US market. We're very excited about this new development.

Well, thanks very much for listening to my talk. Are there any questions?

b) Translation

Nous avons l'intention de mettre un pied sur le marché américain pour nous tenir au courant des tendances de la mode.

Tara est une entreprise familiale dont le siège est à Cordoue mais qui possède une quinzaine de magasins en Europe.

Si vous vous intéressez à la mode et que vous êtes ambitieux, vous aurez des possibilités de carrière chez nous.
