

3.3 Summarise a spoken proposal and plan relevant presentation media

Name: _____ Class: _____ Date: _____ Total: 24 marks

KEY WORDS summary 概括 • hierarchy 层级 • presentation 演讲

Objective

Summarise a spoken proposal and plan relevant presentation media. This is original GAC007-aligned practice, not an official assessment. All people, texts, records and instructions are fictional. This sheet’s word ranges and analytic points are local teaching conventions, not official assessment specifications. Written scripts and plans support listening/speaking preparation; they do not replace reviewed audio or assess pronunciation, actual delivery or one-pass listening comprehension.

1 Key knowledge and worked examples

■ Key knowledge: the visual should support the point without overstating the decision

A **summary** 概括 selects the main point, relevant support and important limitations. A **hierarchy** 层级 distinguishes the proposal from its supporting figures and smaller details. Short notes should retain negatives, units and permission conditions.

A formal **presentation** 演讲 can use a simple slide or table to make a comparison understandable. Label what a number measures and whether it is actual or proposed. A written plan does not prove the talk fits its time limit or has been delivered clearly; rehearse aloud and check the actual run.

■ Source A: text or task brief

Original written workplace briefing: “We propose a two-session staff workshop, not a confirmed booking. Forty staff were invited to an informal poll; thirty replied, and eighteen respondents preferred Tuesday. We have not checked everyone’s availability. Room A seats twenty and costs 60 credits per session. Room B seats thirty and costs 90 credits per session. These are fictional room-hire units for this exercise. If all thirty respondents attend one session, room A is too small. Two room-A sessions would cost 120 credits before any additional fees. The manager must approve the plan before a booking. We have no evidence that the workshop increases productivity.”

■ Source B: response or review record

Slide draft: “All forty staff prefer Tuesday. Room A holds everyone. Total cost guaranteed: 60 credits. Workshop proved to improve productivity. Booking approved.”

Local presentation brief: Prepare a proposal for the manager with one clear comparison visual and a spoken explanation of the unresolved checks. A three-minute slot is planned, but no rehearsal duration is recorded.

■ Worked example: make the denominator and proposed cost visible



Known: eighteen of thirty respondents prefer Tuesday; forty people were invited. Why show the denominator? Eighteen respondents do not represent all forty staff or confirm availability.

A useful comparison visual labels “A: 20 seats, 60 credits/session; B: 30 seats, 90 credits/session; proposed two A sessions: 120 credits, extra fees unknown.” The spoken explanation should preserve approval and availability checks.

2 Practice

2.1 State how many staff replied and how many respondents preferred Tuesday. [2]

2.2 State room A’s capacity and the hire cost of two sessions before extra fees. [2]

2.3 Explain THREE problems with the slide’s poll, capacity and cost claims. [3]

2.4 Identify the proposal, the approval authority and one unsupported outcome claim.[3]

3 Exam-style questions

3.1 Plan a comparison visual and a short spoken explanation. Include labels, a relevant comparison and two unresolved checks. [6]

3.2 Write an 80–110 word spoken proposal script for the manager, using the poll, room comparison and decision limits accurately. [8]