

# OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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## 1. Useful English Presentation Phrases

Q: How do I sum up or conclude individual chapters in my presentation?

A: Use the phrases below for an interim conclusion:

Phrase 1: "Here is a quick recap of the main points of this section"

Phrase 2: "Let's summarize briefly what we have looked at?"

Phrase 3: "I'd like to recap the main points"

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### *Interim Conclusions...*

*are of utmost importance in a presentation, particularly at the end of a chapter or section. With interim conclusions, your audience will remember the content of your presentation more easily.*

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## 2. Q&As in SUPPORT DESK sessions

1. Q: How should I answer questions effectively?

A: Answer the question/s as directly and briefly as possible without being abrupt.

2. Q: How do you respond to a question you do not want to answer?

A: Answer part of the question or divert the question.

3. Q: Can you answer a question with a question?

A: There are multiple reasons why people answer a question with a question. For example: Some people ask a question with a question because they do not trust the person asking the question.



### お問合せ先

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