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:

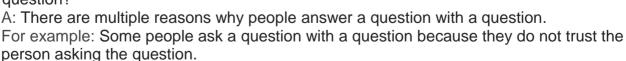
- Phrase 1: "Here is a quick recap of the main points of this section"
- Phrase 2: "Let's summarize briefly what we have looked at?"
- Phrase 3: "I'd like to recap the main points"

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.

2. Q&As in SUPPORT DESK sessions

- Q: How should I answer questions effectively?
 A: Answer the question/s as directly and briefly as possible without being abrupt.
- 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?





お問合せ先

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