

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Volume 5, December 2020

1. Useful English Presentation Phrases

Phrases to remind your audience why the topic and ideas of your presentation are important and keep them focused:

Phrase 1: “As I said at the beginning...”

Phrase 2: “As you may remember, we are concerned with...”

Phrase 3: “This ties in with my original statement...”

Phrase 4: “This relates directly to the question I put to you before...”

...reminding your audience of how your ideas and topics are connected helps them to stay interested and attentive...

When you present, at first your audience is given a lot of new information about who you are and mostly about your topic. This is a lot to remember, especially if your topic is completely new to them. At about the middle of your speech try to help your audience by reminding them what your original thesis, questions or problems are that have led you to give this presentation. Even if some attendees remember everything it will help those that are a bit overwhelmed with the complexity of your topic. Overall, your audience will gain better understanding by giving them some memory support.

Q&As in SUPPORT DESK sessions

Q: What's the best way to prepare for an international conference?

A: Know your audience before you design your presentation and keep it simple.



Many conferences have a criterion of eligible participants. These will give you a good understanding of their knowledge level of your topic. If you still cannot figure out who your audience is, you can look up the conference organizer's contact details and ask them for their attendees' demographics. Knowing your audience is important. It will allow you to present your content in a manner your audience can relate to.

お問合せ先

言語文化研究科・外国語学部箕面事務室 マルチリンガル・エキスパート養成プログラム (MLE)

〒562-8558 箕面市粟生間谷東 8-1-1

Email: multilingual@lang.osaka-u.ac.jp URL: <http://www.mle.osaka-u.ac.jp/>

