

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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1. Useful English Presentation Phrases

Q: What should I say when I don't understand someone's question?

A: Use one of the phrases below:

Phrase 1: "I am sorry could you repeat your question, please?"

Phrase 2: "Could you say your question again more slowly please?"

Phrase 3: "Could you repeat your question in more simple words, please?"

Not understanding an audience question...

...is very common among non-native speakers and there is no need to be ashamed or embarrassed. If you don't understand a question, just use the phrases above and try not to guess the meaning of the question until you fully understand. You can ask to repeat the question at least two times and hopefully this will help you understand. If you still don't understand simply say: "I am sorry, I still don't understand, maybe we could talk after my presentation or I am happy to answer your question by email."

2. Q&As in SUPPORT DESK sessions

Q: Can I move around or should I stay at the podium when presenting?

A: You can absolutely move around when presenting, but every movement should have a purpose.

You can move from one side of the room to the other to indicate a new slide or a new topic. When you want to emphasize an important point or when you conclude your presentation you can move closer to the audience for more emphasis. Also, when answering questions, it is advisable to move closer to your audience.



お問合せ先

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