

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Volume 5, June 2019

1. Useful English Presentation Phrases

To sum up individual topics in your presentation...

Use one of the phrases below to inform your audience of the main topic:

Phrase 1: "Let's summarize briefly what we have looked at..."

Phrase 2: "Here is a quick recap of the main points of this section..."

Phrase 3: "Well, that's about it for this part. We've covered..."

Introducing the main topic...

With interim conclusions, your audience will be able to better follow your presentation and remember what you said earlier.

2. Q&As in SUPPORT DESK sessions

Q: What are some different methods I can use in a presentation to impress my audience?

A: Be Creative - Stand out! By using tools like videos, you can increase everything from comprehension, understanding, memory, and even deep learning of your audience.

Pose questions. Skip the monologue and get your boss and entire team involved by asking them relevant questions such as their insights and experiences. This not only gets your audience involved, it gives them the opportunity to talk about themselves and discover for themselves the real value in your presentation.

Be humorous. Just because this might be a serious presentation doesn't mean that you have to be stiff. By adding a little bit of humor to your presentation you're not only breaking-up the monotony, you are demonstrating your own charisma and helping make your point more persuasive.



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