

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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1. Useful English Presentation Phrases

Q: Should my presentation have a clearly defined goal before I prepare the content of my PowerPoint slides?

A: Yes, presenters who don't define their presentation goal are prone to making more mistakes which translates to a higher risk of failure. Use one of the phrases below to state your goal:

Phrase 1: "I hope to give you new insights about ..."

Phrase 2: "My goal is to introduce you to the new research of..."

Phrase 3: "The goal of my presentation is to show you how..."

Are you looking to inform, educate, persuade, activate, inspire or entertain the audience?

It doesn't have to be one or the other. One would expect an informative or educational presentation to be a bit more serious than an entertaining one would be. But, if it's not against the rules, try to liven things up as well. You can say you want to educate and, at the same time, entertain people. Or you can persuade and inspire your audience simultaneously. Whatever your goals may be, always have the audience in mind. Meet people's expectations and plan your presentation in such a way that they will not be disappointed.

Q&As in SUPPORT DESK sessions

Q: Is there an alternative software to Microsoft PowerPoint?

A: Yes, there are many alternatives. Below are three examples.

- 1. Prezi:** It is popular with many educators and students for nonlinear presentations, which pan and zoom from one page to the next without creating the impression of moving to a new slide.
- 2. Keynote:** Apple's alternative to PowerPoint. Keynote makes it easy to create presentations with cinematic-like transitions between slides.
- 3. Slidebean:** A good choice if you don't have the time to design your own slides. There are many themed templates available for users to plug in their content.



お問合せ先

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