

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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1. Useful English Presentation Phrases

Q: What should I say after I have finished answering someone's question?

A: Use one of the phrases below:

Phrase 1: "Does that answer your question?"

Phrase 2: "Thank you for your question, I hope I have answered it"

Phrase 3: "Was my answer good enough for your question?"

Confirming after answering audience questions...

...is an effective method to create rapport and better understanding with your audience. If your answer was not satisfactory or was not understood, you will get instant feedback and you have an opportunity to rephrase your answer or go into more detail to achieve understanding. Other people will also be encouraged to ask questions as they can see that you take their questions seriously and you make an honest effort to help them understand your topic better.

2. Q&As in SUPPORT DESK sessions

Q: How much text can I have in my PowerPoint slides?

A: PowerPoint should be used as a visual aid. Images, graphics, short texts are more effective than a slide full of text.

If you have too much text in your slides your audience is just going to read your slide and play on their phones while they wait for you to move on to the next slide. The element of surprise or the unknown is important in presentations. Keep your audience's interest by not sharing everything on your slides. Pique their curiosity by giving hints and clues on your slides. Then deliver a verbal discussion on what those hints mean. Remember: less text is better than too much.



お問合せ先

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