

# OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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## 1. Useful English Presentation Phrases

Q: How do I greet my audience at the beginning of the presentation?

A: It's a good idea to politely thank your audience before you start presenting:

*Phrase 1: "Hello everyone, thank you very much for attending today..."*

*Phrase 2: "Good morning everyone, I really appreciate your presence ..."*

*Phrase 3: "Good afternoon everyone, thank you so much for your interest and taking the time to attend today..."*

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### *Thanking your audience before the presentation...*

*Express your appreciation for the interest and time your audience is willing to give you and your presentation.*

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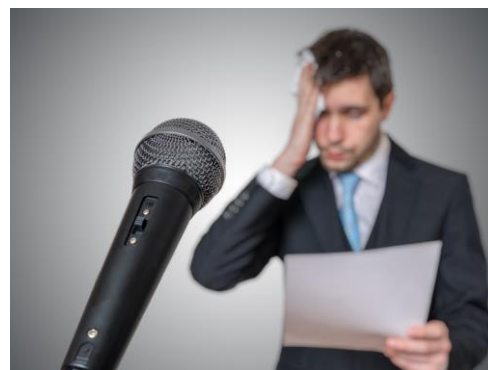
## 2. Q&As in SUPPORT DESK sessions

Q: What preparations should I make to ensure my presentation is a success?

A: **Rehearse!** Ask one of your friends to listen to your presentation. Encourage them to give you honest feedback and ask questions.

**Be prepared on the day of your presentation.** Show up at the venue at least 30 minutes before the start time. Set up your computer and test if everything works. Do a sound and visual check.

**Prepare for nervousness.** Have some drinking water available. Have a handkerchief available in case you start sweating. Take deep even breaths when you feel nervous.



### お問合せ先

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