

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Volume 3, October 2020

1. Useful English Presentation Phrases

Example phrases to talk about time:

Phrase 1: “My presentation will take 15 minutes and then we have 10 minutes for questions and answers.”

Phrase 2: “We have 25 minutes for my presentation. I will spend about 15 minutes to cover my topic, followed by a 10-minute Q&A session.”

Phrase 3: Today we have a total of 25 minutes for this presentation. I will make sure to provide about 5-10 minutes of this time for your questions.

Informing your audience of how much time you will spend on the presentation helps both your audience and you to reduce anxiety...

Make sure you practice your presentation at least once. Go through each slide and say it out loud. Use a timer to assess if you can give the presentation within the time limit given. If you go over time, you need to shorten your presentation. Staying within the time that you promised your audience adds to your sense of professionalism and trustworthiness.

Q&As in SUPPORT DESK sessions

Q: What if my computer fails just before the presentation or what if the projector doesn't work? What should I do?

A: Be prepared and have a plan B.

Save your PPT file on a USB stick so that you can easily use another computer. Ask if the venue could provide a backup computer. If the projector fails, you can print out important slides on A3 paper and attach the print outs on the whiteboard. If the audience is not too big you could prepare PPT handouts on A4 paper.



お問合せ先

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