

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

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1. Useful English Presentation Phrases

Q: How do I transit from one PowerPoint slide to the next smoothly?

A: Follow the “Preview-Detail-Review” (PDR) method.

Phrase 1 (Preview): “First, (first slide) / Next, (following slides) / Finally, (last slide) let’s look at (slide topic).” or “We will learn about (slide topic).” or “I will show you (slide topic).”

Phrase 2: “As you can see...” or “Here is a table of...” or “This image shows...”

Phrase 3: “We looked at (slide topic)...” or “That’s all about (slide topic)...” or “The key point to remember is...”

Follow the PDR method:

Your audience will retain information better when you tell them the same contents three times.

2. Lunch-Chat

We had the second lunchtime chat session on 26 & 28 of July at both Suita and Toyonaka campus and discussed on how to put a simple presentation structure together.

Lunchtime chat contents

- 1) Greeting the audience
- 2) Introduce yourself
- 3) Outline your talk
- 4) Move to the body of the presentation
- 5) Summarize main points
- 6) Conclude your talk
- 7) Invite questions
- 8) Accept questions and comments



(Lunch Chat held on June)

Q&A in Lunchtime chat

Q: What is the best way to prepare for questions?

A: Look at each slide and think of possible questions and answers.

お問合せ先

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