

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

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## 1. Useful English Presentation Phrases

Q: What phrases can I use to go into more detail of a topic?

A: Use one of the phrases below:

Phrase 1: "I would like to expand on..."

Phrase 2: "Let me elaborate further on..."

Phrase 3: "Let us look at this in more detail..."

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*Expanding on a topic in more detail...*

*is an effective way to make your presentation more understandable and focused. Whenever possible try to illustrate with examples as well.*

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## 2. Q&As in SUPPORT DESK sessions

Q: How many key points should I include in my presentation?

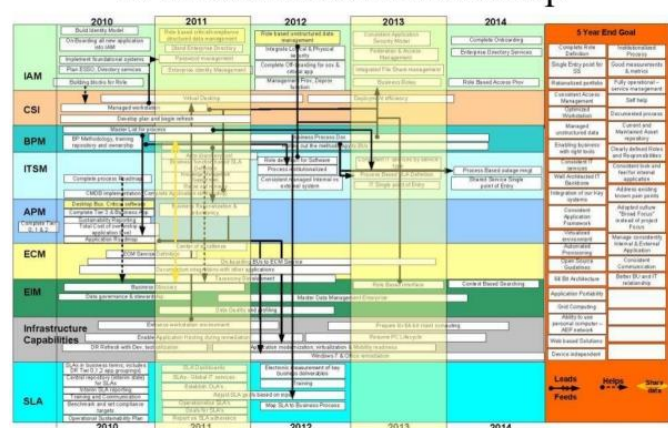
As a general rule have no more than three key points in a short presentation of 5-15 minutes.

For medium length of 15-30 minutes limit yourself to six key points.

For longer presentations eight key points are sufficient. Keep your ideas organized and avoid overloading your presentation and slides with too much information.

Remember: **less is more!**

IT Modernization Roadmap



### お問合せ先

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