

## 1. Useful English Presentation Phrases

Q: How do I prepare to introduce and state the purpose of a presentation?

A: Start with good morning / afternoon / evening, everyone.

Phrase 1: Thanks for coming. My objective today....

Phrase 2: First of all, my presentation will be around 10 minutes, and then I'd like to outline the main points of my talk.

Phrase 3: Today, I would like to give you a general overview of...

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### *Know exactly how to start:*

*Plan the first minute of your presentation down to the last detail.*

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## 2. Lunchtime-Talk

In June we had the first lunchtime-talk sessions at Suita (CoMIT) and Toyonaka campus. It is a group session using the 12:00-12:50 slot of the regular private support desk sessions discussing the following points over lunch.

### Lunchtime-talk contents

- 1) Why is presentation important for you?
- 2) The benefit of presentation?
- 3) Introduction
- 4) Stating your purpose
- 5) Effective openings
- 6) "Dos and Don'ts"
- 7) Open questions

### Q&A in Lunchtime-talk

Q: How can I impact my presentation?

A: Use the power of your voice and body language.



### お問合せ先

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