

ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Osaka University - Multilingual Expert Program



LANGUAGE FOR LEADING CONFERENCES, MEETINGS

It's your big chance! You've been asked to be chair for a conference, or a meeting where several members will present their research. Be ready with the following key phrases. And remember, you can always book a session at the Helpdesk to practice and develop your leadership skills!

Starting the Conference

A. First Welcome everyone and set expectations

Good afternoon...everyone.

My name is _____ and I'm from the **Graduate** School of **Medicine**. It's great to see you all today.

I'm your Chair for this session.

We have **5** excellent speakers today and each speaker will have **10 minutes** to present... followed by **5 minutes for Q&A**.

B. Next introduce the first speaker

Our next speaker will be **A-san** from the Graduate School of **Engineering**

Managing Time

Sorry, three minutes remaining.

Sorry, one minute remaining.

Sorry, time is up, please begin to summarize your presentation.

Closing

Well, this wraps up today's discussion and I really want to thank everyone for the great topics and questions we had today. Thank you everyone.

Next issue we'll explore common problems when using Zoom and show you key phrases to help you manage these problems more easily.



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