

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

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## 1. Useful English Presentation Phrases

In Q&A sessions, sometimes an audience can be hesitant or shy to ask questions or make comments. Use the phrases below to get started:

*Phrase 1: "So, now I'd be very happy to answer any questions..."*

*Phrase 2: "Please feel free to ask questions, comments or feedback are also welcome..."*

*Phrase 3: "Now we have (15 minutes) for questions and discussion..."*

*Phrase 4: "We have one more slide to cover, then I'll take your questions..."*

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*...Your audience may interpret the phrase "Any questions?" as a sign that you don't expect or even want questions, which discourages them from asking ...*

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*...instead, encourage questions by phrasing your question with a more upbeat, expectant tone: "Who's got a question?" or "Who'd like to go first?". If there is still silence, ask a common question yourself to get the ball rolling: "One question I get often is..." Then answer it. Again, this encourages the audience to follow suit, and gives them more time to think of more questions.*

## Q&As in SUPPORT DESK sessions

**Q:** How can I overcome feeling nervous when presenting?

**A:** Most presenters feel a little nervous and even scared when presenting. Below are some tips to deal with these emotions:

- Practice your presentation with a friend or colleague to gain more confidence.
- Practice your presentation in front of a mirror.
- Redirect your nervousness: It's actually possible to re-channel your unwanted anxiety into something more productive like reinforcing your passion and try to channel this energy into more expressive gestures.
- Remember to breathe: Make sure you take deep long breaths and watch your nervousness disappear.



### お問合せ先

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