

OSAKA UNIVERSITY / MULTILINGUAL EXPERT PROGRAM ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Volume 4, November 2020

1. Useful English Presentation Phrases

Phrases to ask for feedback from the audience during your presentation:

Phrase 1: “Am I speaking loud enough for everyone?”

Phrase 2: “Please raise your hand if I speak too fast”

Phrase 3: “Are there any questions so far?”

Phrase 4: “Is everyone following me?”

Asking for feedback from your audience during your presentation gives you the opportunity to adjust your voice, pace of speech and complexity of language depending on the immediate feedback...

The purpose of any presentation is to convey and communicate a message. You want your audience to hear your voice and also to follow and comprehend your points. Once the audience loses understanding, they tend to tune out and lose interest.

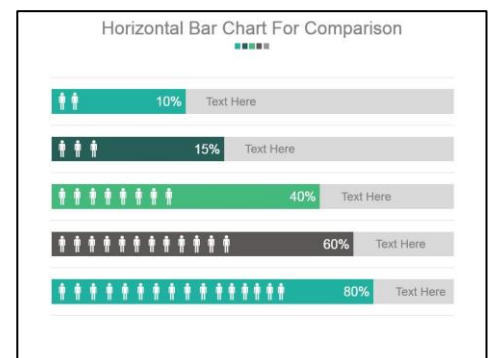
Make sure to ask for feedback early on so that you have a chance to adjust to your specific audience. You may have to speak up more, slow down or use more simple language in order to reach your audience.

Q&As in SUPPORT DESK sessions

Q: How many graphs and tables should I have per slide?

A: One visual element per slide is enough.

Keep your slides simple and aim toward clarity. Have a single message for each slide. When using charts or tables it is recommended to have one slide per visual element. Do not overload your audience with information. All information on your slide should be presented with the purpose of supporting your presentation. If you include graphs and tables, make sure to explain what the data means and how it relates to your topic.



お問合せ先

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