

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

Volume 3, October 2017

## 1. Useful English Presentation Phrases

Q: How do I refer to the visual aids such as graphs, charts and images in my presentation?

A: Use the below phrases to direct your audience's attention to visual aids

Phrase 1: "If we look at this slide you will see... a chart of" or "an image of..."

Phrase 2: "As you can see here" or "Here we can see..." or "Let's look at..."

Phrase 3: "This table/diagram/chart/graph shows..."

---

### **Use Visual aids:**

*They are one of the most powerful tools to enhance the impact of your presentation*

---

## 2. Q&As in SUPPORT DESK sessions

Q: I would like to study the manner of presentation in English, and how to answer questions.

A: From the beginning, you need a simple structure.

e.g.

1) "Perhaps we should begin" or "Good morning everyone..."

2) "Thanks for coming. I'm ..... And, as you know, I work in Osaka university."

3) "This morning I'm going to be..."

ex. talking to you about..., telling you..., showing you..., reporting on..., taking a look at...

4) "So, I'll start off by..."

ex. filling you in on the background..., bringing you up-to-date..., giving you an overview..., outlining...

5) "And then I'll go on to..."

ex. highlight what I see as the main..., put the situation into (some kind of) perspective..., discuss the implications in more depth..., talk you through..., make detailed recommendations...

Q: How can I handle difficult questions?

A: The best way to prepare for the Q & A session is to try and anticipate questions from your PowerPoint slides. Look at each slide and guess what questions the audience may ask you. Write them down, then think of the answers. Also, you can ask friends or your professor to make questions.

Q: How long should a poster presentation take?

A: In most cases around 3.5 minutes. Too long and the Audience will lose interest and move on. A presentation is a summary of your research, not a report. Also, keep the layout and the content simple. Too much clutter and unnecessary words will confuse the audience.

### お問合せ先

言語文化研究科・外国語学部箕面事務室 マルチリンガル・エキスパート養成プログラム (MLE)

〒562-8558 箕面市粟生間谷東 8-1-1

Email: [multilingual@lang.osaka-u.ac.jp](mailto:multilingual@lang.osaka-u.ac.jp) URL: <http://www.mle.osaka-u.ac.jp/>

