

国際学会 English

音声DL付

スピーキング・エクササイズ

口演・発表・応答

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ENGLISH FOR

O R A L

PRESENTATIONS

S P E A K I N G

E X E R C I S E S

医歯薬出版株式会社

tions Speaking I

1

You need a framework

I would like to start by considering part of a discussion on presentation skills with Dr. Alexander Cools that was recorded at Nihon University School of Dentistry on October 10th, 2008.



L: I'm interested in ways of starting presentations. I'd like to ask you about the best way to start.

C: I think you need a framework that shows where you will go in the presentation.

L: Do you mean some kind of overview?

C: Yes, that's correct.

L: Do you think it is possible to start a presentation without a framework or overview?

C: No, I don't. I think you couldn't make a bigger mistake.

L: What about if it is a closed meeting? One where everyone is working in the same field and known to each other.

C: You have to remember that no two specialists are the same. Starting without at least some kind of framework would be like going into a new area without a map.

L = C.S.Langham C = Dr.Alexander Cools

The following is an analysis of the key points made in the above discussion on presentation skills.

1. I think you need a **framework** that shows **where you will go in the presentation.**

The first word I want to focus on in the above sentence is **framework**. It refers to an outline or overview of the presentation which is often in the form of a list of contents. For most presenters, this is the second slide in their presentation and comes after a slide showing the presentation title, as well as the presenter's name and affiliation. The phrase, **where you will go in the presentation**, is also important, since it shows how a framework will indicate the structure and direction of your talk. In some presentations I see, presenters refer to their contents slide several times during their presentation. This is to show where they are now, where they have been and where they are going. Doing this will help the audience to follow the presentation.

Key Point

- これから何について話そうとしているか、まずその枠組みを示す。

Quick Guide 1

Starting your presentation – Key Sentences

This is a summary of the main points made in this part, along with a list of all the key sentences and vocabulary. It is designed so that you can easily access the information you want and use it to improve your presentation.

1 **Thanking**

Use these sentences in regular presentations.

- **Thank you, Chairperson.**
- **Thank you very much for your kind introduction.**

Use these sentences in formal situations, such as when you are an invited speaker.

- **It's a great honor to be able to speak to you today.**
- **It gives me great pleasure to speak here today.**
- **I'm very pleased to have the opportunity to present my research at this conference.**
- **I'm delighted to have this chance to present my work here today.**

2 **Introduce the title / topic of your presentation**

- **Today, I'd like to talk about + topic.**
- **This morning, I want to talk about + topic.**
- **This afternoon, I'm going to talk about + topic.**
- **Today, I'm going to be talking about + topic.**
- **My topic / theme / subject today is + topic.**
- **My presentation today is on / about + topic.**
- **The subject of this presentation is + topic.**

Here are some concrete examples of how to introduce a difficult and complicated title in a simple way. Please remember that your title is already in the conference handbook, the Chairperson will have read it out and it will also appear on your first slide. This means you do not need to read the title again. Instead, you should aim at something much more dynamic, as in the following examples.

Title: Protein tyrosine phosphatases, red-ox-regulated antagonists of receptor tyrosine kinases

Opening: This evening, I would like to talk about the involvement of protein tyrosine phosphatases - an enzyme family - in cell signalling.

Title: Improved Secretion Level of Human Fas Ligand Extracellular Domain by N-terminal Part Truncation in *Pichia pastoris*

Opening: Today, I'd like to talk about some improvements in the expression and purification of Human Fas Ligand Extracellular Domain.

1

Starting a new section

In the presentations I see, a lot of presenters fail to tell the audience when they are moving on to a new section.

Here are some examples of how to start a new section. The keywords are underlined. Using these sentences will significantly improve the connectivity of your presentation.

- *Now, I would like to move on to the results and discussion section.*
- *Next, I want to go on to part three of my presentation and focus on computer simulations.*
- *Let's take a look at some of the data from the second series of experiments we conducted.*
- *I would now like to turn to part two of this presentation and consider the advantages of the new system I have introduced.*
- *Okay, so I've mentioned all the symptoms of the disease. Now, I am going to have a look at possible treatments for depression.*

Please note that while the expressions *take a look at* and *have a look at* are widely used in oral presentations they are too informal for written scientific papers and are generally not used.

Also, note that *move on to* and *go on to* have exactly the same usage. The verbs *take a look at* and *have a look at* also have the same usage.

KeyPoint

- 新しいセクションに移るときは、上記のフレーズを用いると講演内容に流れができて質が上がる。

2

Defining question types

The question and answer session is probably the most difficult part of the presentation to handle, since it is unpredictable and therefore difficult to prepare for. To help presenters, I have classified the main types of questions that occur in the Q and A session. I also provide information on the frequency of these question types. Questions can be divided into five types which I will explain here with examples.

Type 1: More information

Approximately 50 percent of all questions in Q and A sessions are requests for more information about the data presented. This is quite natural as people want information which will help them in their own research.

Here are some examples of questions where the speaker asks for more information.

- *I have a question about the catalyst. How did you select it? And, on what basis?*
- *Could you give me some more information about / on the recycling process?*
- *I was interested in what you said about computer simulation. Could you tell me how long a typical simulation takes?*
- *I'd like to know some of the advantages of your new system.*
- *You didn't mention the role of ligands. Could you give me some more information about / on that?*

Please note that the following sentence is NOT correct.

Please teach me the reaction temperature.


You should change the word *please* to *could you*, and the word *teach* to *tell*.

Could you tell me the reaction temperature, (please)?

KeyPoint

- 質疑の50%は、より詳しい情報を求めるものである。

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This book is originally published in Japanese
under the title of :

KOKUSAI GAKKAI INGURISSHU SUPIKINGU EKUSASAIJU
(English for Oral Presentations : Speaking Exercises)

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