

国際学会 English

口頭発表

研究発表のための英語プレゼンテーション

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PRESENTATION UPDATE:

A GUIDE TO STARTING, CHANGING
FORMAL ENGLISH TO INFORMAL
ENGLISH, IMPROVING SLIDES,
ENHANCING THE CLARITY OF THE
MAIN BODY, FINISHING, CREATING A
CLEAR SUMMARY SLIDE, AND WRITING
AN AUDIENCE-FRIENDLY SCRIPT

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, Finishing, Summary slide, Audience

Thank the Chairperson

座長へのお礼の挨拶

Here are some examples of how to thank the Chairperson.

ご紹介ありがとうございます。

1. Thank you.
2. Thank you, Chair.
3. Thank you, Chairperson.
4. Thank you, Professor Williams.
5. Thank you for the introduction.
6. Thank you for your kind introduction.

Example 1 is better because it is shorter and easier to say.

Common errors——よくある間違い

At a domestic conference I attended, several presenters started like this.

× Thank you *for the* Chairperson.

This sentence is incorrect. The expression, **thank you for**, is used like this.

- Thank you **for the introduction**.
- Thank you **for your kind introduction**.

In the question and answer session, **Thank you for**, is used like this.

- **Thank you for** your question.
- **Thank you for** the question.

一番短い1の例文が最もよい。学会発表では、短い文章が望ましい。

Thank you for the chairperson という表現は誤り。Thank you for の後には、the introduction や your question などのように、人ではなく行為が続く。

How to reduce the level of formality in your presentation

書き言葉の英語を話し言葉の英語に変換する方法

Note

The example sentences presented in this section are for oral presentations and are generally too informal for use in an academic paper.

Let's start by looking at a typical example of written academic English.

■ The receptor has been shown to play an important role in the mechanism.



1. We know that the receptor **has** an important role in the mechanism.
2. The receptor **has** an important role in the mechanism.
3. The receptor **is** important in terms of the mechanism.

Here are some examples of how to reduce the formality of this sentence.

You will notice that example 1 starts with **we** and is **active** not **passive**. The verb **shown to play** has been deleted. Examples 2 and 3 are also in the active tense. Sentence 3 uses the useful expression **in terms of**. Examples 1 ~ 3 are much shorter and less formal than the original.

本章で紹介する例文はいずれも口頭発表用のものであり、論文で使用するのには適切でないことに注意してほしい。

以下、書き言葉の文章をグレーの四角の中に、話し言葉の英語に直した例文を緑色の四角の中に示す。

元の文章は受動態であるが、1~3ではすべて能動態となっている。

「～について」「～において」と言いたいときは、3のように **in terms of** を用いるとよい。

Number your slides

スライドに番号をつけよう

Numbering your slides makes it is **easier for the audience to ask questions**. You can do it like this **1/12**, or like this **1**. The top right-hand side of the slide is a common position. The bottom right is also possible. Here are some examples of questions where a slide number is referred to in the Q and A session.

(聴衆からの質問) ○番目のスライドについて質問があります。

Step 1

- **I have a question about slide 7.** What is the average increase in temperature?
- **My question is about slide 7.** What is the average increase in temperature?
- **Could you show me slide 7, (please)?** What is the meaning of the data in column 2?
- **In slide 7, you showed us some data on reliability.** Does that include all experiments?

Step 2

In the above examples, **there are 2 steps**. In step 1, **the speaker refers to the slide number**. In step 2, **the speaker asks a short, direct question**. This 2-step system makes it easier for people to ask questions, and reduces the chances of miscommunication.

Note

It is **not correct to say page 7**. The correct expression is **slide 7**. Also please note that the pattern, **Could you show me slide 7?**, is more frequent than the pattern, **Please show me slide 7**. Both are grammatically correct. There is no difference in meaning.

スライドに番号をつけることで、聴衆がスライド番号を指定して質問することができるため、質疑応答を効率的に行える。

Starting a new topic, section

新しい話題／セクションを始める

The sentences introduced in this section are important because they help the audience to understand the structure of the presentation.

本項では話題の転換に用いる表現を紹介する。これらの表現を活用することで、聴衆が発表の構成を把握しやすくなる。

1.1

How to introduce a new section / topic 新しい話題／セクションに移る

続いて、～についてお話しします。

So that's all I have to say about the methods we used.

■ **Next, I'm going to move on to the results and discussion.**

Examples

■ **Now, I'm going to go on to the results and discussion.**

■ **Next, I'm going to look at the results and discussion.**

■ **Next, I want to look at the results and discussion.**

■ **Let's look at the results and discussion.**

■ **Let's take a look at the results and discussion.**

The most common verbs to indicate you are moving on to a new topic or section are as follows: **move on to**, **go on to**, **look at**, **take a look at**. They are usually followed by these expressions: **the next section**, **part 3**, **the results and discussion**, **applications**, **results from experiment 1**.

次の話題／セクションに移る際は、(句動詞) + (話題／セクション) の形で述べるとよい。句動詞は **move on to**, **go on to**, **look at**, **take a look at** を用いるのが一般的である。話題／セクションの部分は、**the next section** (次のセクション) とするか、**part 3** や **the results and discussion** のように具体的な番号／内容を示す。

Starting the summary: Steps 1-5

まとめを始める：ステップ 1～5

1

Signal the start of the summary
まとめに入ることを示す

Here are some examples of how to signal the start of the summary using the words **last**, **finish**, **summary**, **summarize**, **run through**, **go over**, **wrap up**.

● Last

これが最後のスライドです。

■ **This is the last slide.**

■ **This is my last slide.**

Note

Both of the following expressions are possible: **the last slide** and **my last slide**.

● Finish

最後にまとめを述べて、本日の発表を終えたいと思います。

■ **I'd like to finish with a summary.**

■ **I'm going to finish by making the following points.**

■ **I want to finish by summarizing the main points / the main findings.**

■ **I want to finish by going over the main points.**

■ **I'm going to finish by reviewing the main points.**

Note

Frequently used patterns are as follows: **finish with a summary**, **finish by verb+ing**, **summarizing**, **reviewing**, **talking about**, + **the main points**, **the main findings**.

はじめに、これからまとめに入ることを1文で示す。その際、**last**, **finish**, **summary**, **summarize**, **run through**, **go over**, **wrap up** のいずれかを用いるとよい(いずれか1つで十分であり、複数を組み合わせる必要はない)。

Last を用いる場合は、「これが最後のスライド(=まとめスライド)です」のように言う。「最後のスライド」は **the last slide** でも **my last slide** でもどちらでもよい(学会発表では通常 **my** は用いないが、この場合は使用可能。詳しくは p. 16 のコラムを参照)。

Finish を用いる場合は、**finish with a summary** または **finish by ~ing the main points/findings** のいずれかの形となることが多い。