Presentation English

*JE: As you certainly know from class, I neither like nor allow presenters to simply read their slides. Much better, of course, is to talk about slides. You should have no telegraphic, “bullet-point” speech when you are speaking!*

*Let’s examine exactly what you could say in the various parts of your speech.*

**The Introduction (your title slide)**

“Good morning. My name is \_\_\_\_\_\_\_, and I am a student at Meiji University in the Faculty of Interdisciplinary Mathematical Sciences. Today I would like to speak about \_\_\_\_\_\_\_\_.”

*Comment: Of course, the details of your afiliation will depend on your audience. If you are speaking in our class, you would not need “in the Faculty …” If you are speaking at a conference in Taiwan, however, you would certainly include that.*

**Table of Contents (cleverly, the table of contents slide).**

“Here we see the contents of my presentation today.” (*pause*) “As you see, at the conclusion of my talk today, we will have time for questions.”

“Today I will be speaking about the following things, ” (*pause*) “and at the conclusion of my talk today, we will have time for questions.”

*Comment: When you show the contents, pause to let your audience read. You, however, SHOULD NOT READ your slide!*

**Section 1**

“I would first like to speak about …”

“The first thing I would like to speak about is …”

*…*

**Section 2**

“I would next like to speak about …”

“The second thing I would like to speak about is …”

“Having spoken about [part 1], next I would like to speak about [part 2].”

“Having spoken about [part 1], next I would like to turn to [part 2].”

*…*

*Comment: The “Having spoken …” phrase is very good.*

**Section 3**

*Comment: The same phrases as for Section 2 …*

**Conclusion**

“In conclusion, today I have spoken about …”

**Q&A**

“Are there any questions?”

“Do you have any questions?”

“At this time I would like to answer any questions you have.”

*Comment: Note the plural form (questions). Also, when someone raises a hand to ask a question, the speaker should say “Yes” or use the person’s name.*

**When answering a question, please include two things:**

“Thank you for your question.”

AND

“Your question is …”

*Comment: Repeat or rephrase the question.*

**For example, …**

Speaker: Are there any questions?

*[Audience member raises hand]*

Speaker: Yes?

Audience member: Is Mr. Trump an idiot?

Speaker: Thank you for your question. Your question is, “Is Mr. Trump an idiot?” The answer is simply yes, Mr. Trump is an idiot. Are there any more questions?

*Comment: Other forms include “Your question is whether Mr. Trump is an idiot.” and “Your question is about Mr. Trump being an idiot.”*

**If you need a moment to think or check something, guide your audience.**

“Just a moment, please.”

“Just a moment while I check that.”

*Comment: After you check, repeat the question.*

“Again, your question was …”

**Concluding your talk**

*When there are no further questions, conclude your talk in one of several ways.*

“Thank you.”

“Thank you for your kind attention.”

“Thank you for listening.”