

SAY YES! TO 英語プレゼン

～もっと印象に残るプレゼンをしましょう～



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はじめに

If this is your first oral presentation in a conference...

Remember...

- ✓ Take a deep breathe
- ✓ Relax
- ✓ And smile 😊



OPENING

- It is a great honor to be able to speak to you today. (Formal)
- I'm very happy to be able to talk to you today. (Semi formal, also OK)
- I'm very pleased to have this opportunity to speak to you today. (SF)



Thanking the organizers
(場合によって言う必要がある)

- Before I start, I would like to thank (name/organizer) for inviting me to speak today.
- I'd like to thank (name/organizer) for kindly inviting me to speak here today

☆この部分から自信を持って、大きな声で堂々としゃべることがポイント！



START A PRESENTATION

Today I'd like to talk about + (title)



NG

→発表タイトルの紹介はすでに座長が行っているなので、改めてする必要はない



Today I'd like to talk about the difference between traditional biomass and modern biomass



→ 自分の発表内容の概略を簡単な言葉で説明する
☆ 聴衆との距離感がグンと縮まるポイント！😊



INTRODUCING THE CONTENTS OF YOUR PRESENTATION

- I'm going to divide my presentation into (number) parts.
- My presentation consists of (number) parts.
- Here is the outline of my presentation.



First...Second...Then...After that...Lastly/Finally...



- I'd like to start by talking about...
- I want to begin by discussing...
- Let me begin by talking about...
- I'll start by giving an overview of...

。。。 本題に移る



本題

- 本題の部分は、いくつかのセクションに分けるということをお忘れなない
- プレゼンの際は、いくつかのセクションに分かれているかを常に意識し、それらをうまくつなげて話す
- それぞれのセクションでは、要点を2, 3点挙げながら話す



EMPHASIZING IMPORTANT INFORMATION WITHIN A SECTION

☆ 何が大事かを強調することが講演成功の秘訣です！

- I would like to emphasize that (main point)...
- I would like to draw your attention to (main point)...
- The most important point here is (main point)...
- I would like to stress that (main point)...

☆ 疑問形を使うことで、プレゼンのリズムを変え、また重要な点がわかりやすくなる！

- What are the differences between these two methods?
- How do these data compare with our previous data?
- What are the advantages of this new technique?
- What happens when we compare these two sets of results?



EXPLAINING MORE SIMPLY

☆重要なポイントをよりわかりやすくするためには、簡単な言葉で言い換える

- In other words...
- To put it simply...
- Basically...

☆重要な点を繰り返すことで、よりわかりやすいプレゼンになる

- So the main points are these. (review of 2~3 main points)
- I'd like to go over the main points again.
- I'm going to review the main points again.



INTRODUCING GRAPHICS

☆スライドが替わるとき

- ✓ Now I'd like to show you the data from our recent study.
- ✓ In the next slide, I'll introduce data from our recent study.
- ✓ In the next slide, I'll summarize data from our experiments.
- ✓ In the next few slides, I'll be showing you some new data.

☆スライドが替わったら、'here'を使用すると良い

- ✓ Here, we have (data/information)
- ✓ Here, you can see (data/information)
- ✓ As you can see, (data/information)
- ✓ This slide shows (data/information)



FOCUSING ON IMPORTANT INFORMATION IN GRAPHICS

☆ 図の中の重要な点を説明する

- I'd like to draw your attention to...
- The important point here is...
- What is interesting here is...
- You will notice that...
- I'd like to stress that...



!!!TO MAKE IT LESS BORING!!!

☆ここが重要！話をフォローしやすくするために、質問形を使い、話のポイントと定まる。

- How can we explain(this effect)...?
- Is there a link between (temperature and time)...?
- Is there a solution to...?
- What do these results tell us about...?
- What can we conclude from this slide?

- ✓ 質問をすることでみんなのattentionを再びゲット！
- ✓ 質問形を使う時に、ゆっくりで大きな声で喋るともっと効果的！



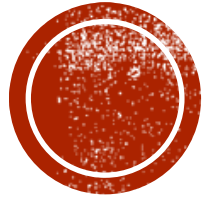
TO CONCLUDE YOUR TALK

- I'd like to summarize the main findings of this study.
- I'd like to finish/conclude by making the following points.



- The main findings of this study are as follows.
Firstly, ...Secondly, ...
- Our results indicate the following.
First...Second...Finally...
- In this study, we found that...





TECHNIQUES FOR HANDLING QUESTIONS

質疑応答のテクニック

HANDLING Q&A

- ☆質問が聞こえなかった時は、遠慮せずに聞き直す
- ☆質問が分からない時は、わかりやすく言い換えてもらう
- ☆質問内容に確信が持てない時は、確認する

- Excuse me, I didn't catch your question.
- Could you repeat that, please?
- Could you repeat your question again, please?
- Excuse me, I didn't follow your question.
- Excuse me, I don't understand your question.
- Is your question about...?
- Are you asking about...?



HANDLING Q&A

☆質問の内容をより明確にするためには、次の表現を使う。

- Excuse me, what do you mean by...?
- Excuse me, do you mean...?
- Is your question about...?
- Excuse me, which slide are you referring to?
- Are you referring to...?

✓ 緊張しすぎて、頭の中から言葉が出てこない時はこの質問の扱い方が大変おすすめです。簡単に言うと相手の質問をリピートするだけです。



HANDLING Q&A

☆答えられない質問を受けた時は、礼儀正しくその旨を伝える

Avoiding a question

- I'm afraid I can't answer that. The data are not available yet.
- I'm sorry, but it's not possible to give you that information yet.
- Unfortunately, we have no results for that.

☆答えられない質問を受けた時は、その旨を伝えるか、一般論を答える

Handling a question that you can't answer

- I'm sorry, I'm not sure, but I guess that...
- I'm afraid I have no idea. But probably...
- We don't know the answer to that yet, but generally...
- I'm afraid i have no idea. But probably...



ENDING

☆質問に対して答えた時は、それで良いかを確認する

- I hope that answers your question.
- Does that answer your question?
- Have I answered your attention?
- Is that okay?

☆質問に答え終わったら、はっきりそのことを示す

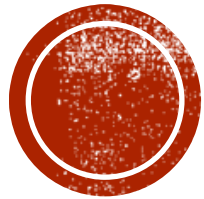
- Thank you.
- That's all I have to say on this point.
- That covers everything I want to say on this point.



REFERENCE

- C.S. Langham (2007). 『国際学会English : 挨拶・口演・発表・質問・座長進行』. 医歯薬出版, 198p.





THANK YOU FOR COMING

WISH YOU ALL GOOD LUCK IN THE FUTURE

