

- Difficult questions foundation
- Slide phrases
- Slides dos don'ts

From the Edanz "Presenting and
Discussing Your Research" course



Slide Presentations and Q+A

Table of contents

1. Difficult questions foundation	3
2. Slide phrases	4
3. Slides dos don'ts	6

Answering Difficult Questions

The table below shows some phrases to use when answering difficult questions in public during a research conference. If you have any questions or require language or other support, please email global@edanzgroup.com.

Situation	Examples
(1) If you're unsure of the answer	Generally,... / In general,... In most situations/cases,... Usually,... / What we usually find is that... On average,... / Typically,... The most likely answer is...
(2) If you don't know the answer	To the best of my knowledge,... From/In my experience,... From the available evidence,... In my opinion,... There is still debate about this The jury is still out about this Can I get back to you in the break about this? I've not been asked that before / The answer to that question is quite complex / I'll need some time to re-analyze the data to answer that question / I don't have the data to answer that now ... Let me find out and get back to you
(3) If the question is unrelated to your talk	I'm afraid that was beyond the scope of this study I'm afraid that's outside today's topic ...Do you have a question on...? ...I'd be happy to answer a question on...
(4) If the question shows there was misunderstanding	From the question, I see that I need to clarify something: earlier, what I meant by X was... Although the question is about X, we have to remember that... The question assumes X, but it should be emphasized that... The question is about X, but before I answer, I'd like to draw your attention to the earlier slide about...; in other words,... / that is to say... / this means that...
(5) If the person asking the question becomes aggressive or emotional	<i>(Avoid confrontation or naming the emotion; find a point of agreement; don't repeat any negative or offensive words used)</i> I see you're concerned about the quality of the data / I understand your concern about the quality of the data ... Data quality is very important to us, so we had the data independently checked; the analyses also accounted for any confounding variables, so we're confident of the results of the analysis

Presenting Your Slides

The table below shows some phrases to use when presenting your slides. If you have any questions or require language or other support, please email global@edanzgroup.com.

Function	Examples
(1) Thanking at start	<ol style="list-style-type: none"> 1. Hello / good morning / good afternoon / good evening ... Thank you for that introduction / Thank you for inviting me here / Thank you for coming to this talk 2. <i>(If no introduction yet)</i> I'm [name]. I'm at/from/with [department & university]. I work with [supervisor, principal investigator] and I'm studying... 3. <i>(Without reading the title slide)</i> I'm very happy to have this chance to talk about... / Today, I'd like to talk about... / I'd like to present my group's latest findings on... / Today, I'll discuss/examine...
(2) Introducing your work	<ol style="list-style-type: none"> 1. <i>(If showing an agenda slide)</i> My presentation will cover [No.] parts. / My talk consists of [No.] parts. / In this talk, I'll cover these topics... / I'd like to focus on these topics... First, I'm going to present...; then, I'll cover...; ...finally, I will discuss... / First,...; second,...; third,...; lastly,... / The first part will cover...; the next part...; the last part... / Section 1 will be about...; Section 2 will be on...; Section 3 will cover... 2. Now, we know that..., but it's unclear if... / So far, it's known that..., but what is not known is if... / This study focused on... 3. <i>(Referring to slides; changing subject)</i> Let me start with... / Let's start with... / Next, we'll look at... / Now, let's turn to... / Let's now turn to... / We've just covered...; now we move on to... / Moving on, this shows... / Turning our attention to... / Let's now turn our attention to...
(3) Presenting your methods and results	<ol style="list-style-type: none"> 1. Here's what we did... / The next few slides show what we did / I'll explain what we did in the next few slides / What did we do? Well,... 2. Here's what we found... / This graph shows... / If you look at this graph, you'll see that... / Using [method], we found that...; this finding indicates that... / What this shows is... / There were three main results... / These are our main results... 3. <i>(Adding more detail)</i> To illustrate my point,... / Here's an example of... / Here, you can see that... / In this slide, we see... / What's important here is... / What I'd like you to focus on is... / The arrows indicate... / I'd like to elaborate on this... / Here's more detail on... / I'd now like to expand on...

<p>(4) Presenting your discussion and conclusion</p>	<ol style="list-style-type: none"> 1. In general, our study agrees/disagrees with the literature / From all the results so far, this shows the likely underlying mechanism / The final model looks like this What can we conclude? / Our findings suggest three things... / I'd like to end with our main conclusions / Here's what we can conclude from this study / According to our study,... / Taking all the results/evidence/arguments together, we come to this conclusion... / This is important because... 2. There were some remaining questions/problems... / Our next aim is to... / We are now planning to... / We have these recommendations... / Here's how our findings can be put to use 3. To sum up, I'd like to recap the main points / Before closing, I'd like to thank these people for... and X for financial support
<p>(5) Ending the talk and encouraging feedback</p>	<ol style="list-style-type: none"> 1. That brings me to the end of my presentation. Thank you for your time / Thank you for your kind attention / Thank you for listening 2. I'd be happy to answer any questions now / We have 5 minutes for any questions / Please come to the microphone at the front if you have a comment or question / Does anyone have any questions at this point? 3. <i>(If questions for all sessions are grouped at the end)</i> It was a pleasure being here. There will be time for questions at the end. I'll now hand back to... / I'll now hand over to...
<p>(6) Answering questions</p>	<ol style="list-style-type: none"> 1. Thank audience member Thank you for your question/comment 2. Understand question; ask for repetition/clarification Can I just check, you're asking about... / Can you repeat that last part again? / Your question is about X, am I right? 3. Repeat/rephrase question for the benefit of the audience So, the question was... / Just to repeat, the question is... 4. Answer question (be concise!) <i>Refer back to slides:</i> As I said at the start of my talk,... <i>Answer only a part:</i> Because of time, I'll answer the part on... 5. Ensure you have answered question Does that answer the question? 6. Thank audience member again Thanks again for your question/comment

Slide Presentation Dos and Don'ts

The table below gives examples of what to do and what not to do when preparing and delivering a slide presentation. If you have any questions or require language or other support, please email global@edanzgroup.com.

	DO	DON'T
1	Use correct settings (correct slide aspect ratio, RGB color system, 72 ppi resolution, left-aligned large text, readable font); make a back-up copy	Use incorrect settings (incorrect slide ratio, CMYK color system, 300 dpi resolution, justified small text, unreadable font); forget to make a back-up
2	Prefer brief bullet points to full sentences; use animation to control pacing; use bullets as keywords to remind you of your speech	Place a full-text script on each slide and read off word by word
3	Centralize the most important elements of the slide (illustration, text); use divider lines to break up busy slides or split up content over >1 slide so there is only one main idea per slide	Place important elements at far edges of a slide or cram too much content into one slide
4	Ensure you have practiced transition phrases between slides to show the logical flow of the story; use simple shapes, animation, and transition effects; repeat any slides as needed in the sequence to help with the story	Jump in topic, not explain the storyline, go backwards to an earlier slide, or use distracting graphics and animation/transition effects
5	Use a laser pointer or indicators in the slide (eg, arrowheads) to show important features	Try to describe important features without an indicator in the slide or a laser pointer
6	Use high contrast to increase readability (light text on dark background or dark text on light background); use plain backgrounds	Use low contrast (light text on light background or dark text on dark background), textured backgrounds, or clashing colors next to each other (red/green, blue/orange, yellow/purple)
7	Stand to one side of the screen and maintain eye contact with the audience (look at back of room or look for interested faces), using appropriate voice control and body language	Stand in front of the screen, talk to the screen, turn your back to the audience, use a monotone voice, or lack any facial gestures, hand/arm gestures or body language
8	Aim for 1-2 minutes per slide in your speech; plan out and learn the speech but use a natural, conversational style; start by telling the audience the benefit of attending your talk	Spend too long or too short on one slide, recite or read a script in a formal news-like monolog fashion, or read out the title word-for-word from the first slide
9	Obtain copyright permission for use of copyrighted work & give credit for reusing/adapting illustrations	Forget to obtain copyright permission for use of copyrighted work & omit credit for reusing/adapting illustrations
10	Have a slide with any references, potential conflicts of interest, and acknowledgement of those who funded/helped with the study	Omit a slide of references, potential conflicts of interest, and acknowledgement of those who funded/helped with the study
11	Have a slide asking for any questions, containing your contact details	Omit a questions slide or your contact details
12	Arrive early; check the venue in advance (microphone, sound system, lighting, where to stand, computer, laser pointer); test out slides (animation, colors, any video/sound)	Arrive late to the venue without time to check staging and technical things or test out slides