

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 7

MAIN PARTS OF A PRESENTATION (PART 3)

TO SUM UP...

- Signal the end of your presentation mentioned:
 - I'm now approaching the end of my presentation
 - Well, this brings me to the end of my presentation
 - OK, that's everything I wanted to say about ...
 - As a final point, I'd like to ...
 - Before I stop, let me go over the key issues again ...
 - Just to summarize the main points of my talk ...
 - To sum up/To conclude/In conclusion, I'd like to
- Invite questions:
 - Are there any questions?
 - We just have time for a few questions.
 - And now I'll be happy to answer any questions you may have.
 - Dealing with questions/clarifying questions:
 - I'm afraid I didn't (quite) catch that.
 - I'm sorry; could you repeat your question, please?

- So, if I understood you correctly, you would like to know whether ...
- Avoiding giving an answer:
 - If you don't mind, could we discuss that on another occasion?
 - I'm afraid that's not really what we're discussing today.
 - Well, actually I'd prefer not to discuss that today.
- Admitting you don't know:
 - Sorry, that's not my field.
 - I'm afraid I'm not in the position to answer that question at the moment.
 - I'm afraid I don't know the answer to your question, but I'll try to find out for you.
- Asking questions:
 - Well, if you don't have any questions, I'd like to ask some...
 - Allow me to put some questions and give answers if needed
 - I'd like to discuss some points, if you don't mind