

# Part I

## Starting

### 발표를 시작하는 방법

Starting is one of the most important parts of your presentation. You have about a minute to introduce yourself, give the title of your presentation, and explain the material you will cover. In this section, I show how to start.

구두발표를 시작할 때는 먼저 좌장에게 감사 인사를 하고, 자신의 소속과 이름을 밝힌 후에 발표의 주제와 개요를 간략히 소개한다. 이때 발표의 전체 구성을 한 장으로 정리한 '목차 슬라이드'를 제시할 수도 있다. 이 장에서는 발표를 시작할 때 자주 사용하는 표현과 예문을 소개한다.

# 1 Thank the Chairperson

## 좌장에게 감사 인사

Here are some examples of how to thank the Chairperson.

### 소개해주셔서 감사합니다.

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 — 흔히 하는 실수

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.

가장 간단한 1의 표현을 사용하는 것이 좋다. 학회의 구두발표에서는 가능한 한 짧게 말하는 것이 바람직하다.

*Thank you for the chairperson*이라고 말하면 잘못된 표현이다. **Thank you for** 뒤에는 **the introduction** 또는 **your question** 등과 같이 사람이 아니라 어떤 행위를 붙여서 말해야 한다.

# 2

## State your name and affiliation

### 발표자의 이름과 소속 밝히기

Many presenters use difficult expressions and make basic grammatical mistakes when **stating their name and affiliation**. Here is a quick, easy to use example.

저는 ○○대학교 △△학과의 ~라고 합니다.

- Thank you. **My name is** Ken Watanabe. **I'm with** London University. **I'm in** the Department of Informatics.

The presenter introduces his/her affiliation using the simple expression, **I'm with** + affiliation.

It is also possible to say,

- **I work at** Osaka General Hospital.
- **I'm working at** Osaka General Hospital.
- **I'm at** Osaka General Hospital.

Please note that the word **department** is introduced with the preposition **in**.

- **I'm in** the Department of Informatics.
- **I'm in** the Department of Community Health.

You can combine the following two sentences like this.

- 1 I'm with London University.
  - 2 I'm in the Department of Informatics.
- 1+2 I'm with** London University **in the** Department of Informatics.

Using the words **with** and **in**, you can state your affiliation quickly and easily in a single sentence.

발표자가 자신의 이름과 소속을 밝힐 때 너무 어려운 표현이나 잘못된 문법으로 말하는 경우가 많다.

자신이 소속된 대학, 연구 기관, 병원 등을 말할 때는 **I'm with ~** 또는 **I work at ~**이라는 표현을 사용한다.

학부 또는 학과의 소속은 **I'm in**으로 표현한다.

**I'm with** (+ 대학 이름)과 **in** (+ 학부 이름 또는 학과 이름)을 한 문장으로 표현할 수도 있다.

Common errors — 흔히 하는 실수

- × I am **staff** at Newcastle University.
- × I am **a staff** at Newcastle University.
- **I am a member of staff** at Newcastle University.
  
- × I **work** Newcastle University.
- **I work at** Newcastle University.
  
- × I **work for** Newcastle University.
- **I'm with** Newcastle University.

The verb **work for** is usually used with a company name, not a university or institute. Here is an example. **I work for Toyota.**

- × I **belong to** Newcastle University.
- **I'm with** Newcastle University.
  
- × I'm **from** Newcastle University.
- **I'm with** Newcastle University.

The pattern **I'm from** should not be used when stating your affiliation.

Please note that the following sentences using the word **from** are correct and can be used in general conversation.

- **A speaker from London University** gave a very impressive presentation.
- **There are a lot of people from Tokyo University** at this conference.

소속을 말할 때 **I am (a) staff at**이라고 하면 잘못된 표현이다. **Staff**라는 용어를 사용할 경우라면 **I am a member of staff at ~**이라고 해야 한다.

**Work for ~**는 일반적으로 기업의 이름을 말할 때 사용하고, 대학이나 연구기관의 이름에는 사용하지 않는다. 대학의 이름을 말하고 싶을 때는 **work at ~**으로 해야 한다.

자신이 소속된 대학을 소개할 때 **I'm from (+ 대학 이름)**이라고 하면 안 된다. 다만, 다른 연구자를 언급할 때에는 **a speaker from (+ 대학 이름)**이라고 표현할 수 있다.

## Key points

1. After the Chairperson has introduced you, Thank you is the easiest way of starting.
2. ***Thank you for the Chairperson*** is incorrect.
3. Save time by stating your affiliation with the short, easy to say expression I'm with + affiliation.
4. If you want to include your department, division, or section, you can use the following sentence.
  - I'm in + department, division, section.
5. You can combine the two patterns I'm with + affiliation and I'm in the department of like this.
  - I'm with London University in the Department of Informatics.

• 가장 먼저, 좌장에게 감사 인사를 한다. Thank you와 같은 간결한 표현이 바람직하다.

• 이어서 자신의 이름과 소속을 I'm with (+ 대학 이름, 기관 이름), I'm in (+ 학부 이름 또는 학과 이름) 등의 표현으로 소개한다.

## 3

## Handling the title of your presentation

### 발표 제목의 소개

At domestic conferences in Japan, presenters read their presentation title in full. This wastes time because the title is in the conference handbook, has been announced by the Chairperson, and is also on the first slide. At international conferences, most presenters introduce the topic of their presentation by focusing on 2 or 3 keywords from the title, and do not read the title in full. Here is an example.

#### Title

A clinicopathological study of salivary gland cancers

#### Script

Today, I'm going to talk about salivary gland cancers.

The presenter focuses on 3 words from the title, **salivary gland cancers** and introduces the topic with **Today, I'm going to + talk about + topic**.

Here are some more examples of how to introduce the title of your presentation.

오늘은 ~에 관해 말씀드리겠습니다.

- ▮ Today, I'm going to **talk about** + 2 or 3 words from the title or a short, simplified version of the title.
- ▮ Today, I will **focus on** + 2 or 3 words from the title.
- ▮ My presentation today **is on** + 2 or 3 words from the title.
- ▮ My presentation today **is about** + 2 or 3 words from the title.
- ▮ This presentation **is about** + 2 or 3 words from the title.

공식적인 발표 제목은 프로그램이나 첫 슬라이드에 이미 나와 있으므로 이를 그대로 읽지 않는 편이 좋다. 발표 제목에서 핵심용어(키워드)를 몇 개만 뽑아서 **I'm going to talk about (+ 핵심용어)**라는 방식으로 간결하게 표현하면 된다.

왼쪽 예시처럼, 슬라이드의 공식적인 발표 제목보다 짧게 줄여서 말하는 것이 좋다.

### 3.1

## Sentence structures for introducing titles

발표 제목을 소개하는 표현

The following examples show common sentence structures for introducing the topic of your presentation.

- **I'm going to** talk about (topic)
- **I want to** talk about (topic)
- **I would(I'd)** like to talk about (topic)
- **I will(I'll)** talk about (topic)
- **I will(I'll)** be talking about (topic)
- **My presentation (today) is on** (topic)
- **This presentation is on** (topic)
- **My presentation (today) is about** (topic)

The most frequently used structure is **I'm going to talk about** + topic.

#### Note

In the above sentences, it is possible to say **I'm going to** or **I am going to**. Most native speakers will choose **I'm**, but it is also correct to say **I am**. If you are worried about pronunciation and want to avoid **I'm** or **I'd**, it is possible to introduce the presentation topic with these sentences.

- **My/this presentation** is on + topic.
- **My/this presentation** is about + topic.
- **Today, I want to talk about** + topic.

발표 제목을 소개할 때에는 일반적으로, **I'm going to talk about (+ 핵심용어)** 등의 표현을 사용한다.

**I'm, I'd**의 단축형 발음에 자신이 없다면 이를 풀어서 **I am ~** 또는 **I would ~**로 말하거나, 왼쪽에 예시된 표현을 사용한다.

### 3.2

## Commonly used verbs for introducing a topic

발표 주제를 소개할 때 사용하는 동사

The three most common verbs for introducing a topic are: **talk about**, **focus on**, **look at**.

**talk about ~ 외에도 focus on ~, look at ~** 등을 사용해도 된다.

- I'm going to **talk about** recent developments in orthodontic techniques.
- I'm going to **focus on** the use of CAD/CAM in implant technology.
- I'm going to **look at** the use of CAD/CAM in implant technology.

The most frequent verb for introducing a topic is **talk about**. **Focus on** is also widely used. The verb **look at** is widely used by native speakers. **Look at** is an informal verb.

### 3.3

How to thank the Chairperson, state your name, affiliation, and topic

좌장에게 인사 → 이름 · 소속의 소개 → 발표 주제의 소개

Here are two examples that include the following 3 functions.

1. Thanking the chairperson
2. Giving your name, affiliation and department
3. Stating the topic of the presentation

지금까지 설명한 '좌장에 대한 감사 인사, '자신의 이름과 소속의 소개, '발표 주제(제목)의 소개'를 연결하면 아래와 같이 된다.

Script(좌장에게 인사 → 이름 · 소속 → 발표 주제의 소개를 위해 작성한 원고의 예)

#### Example 1

Thank you for the introduction. I'm Neil Smith. I'm with Rutgers University in the Department of Orofacial Pain. Today, I'm going to focus on the trigeminal nerve.

#### Example 2

Thank you. My name's Chris Jones. I work at the University of Health Sciences in Brisbane. Today, I'll be talking about issues affecting public health.



## Common errors — 흔히 하는 실수

× *Today's my topics* is about development of biodegradable polymers.

There are two errors in this sentence. First, **today's** does not need an apostrophe, and **s** should be deleted. Second, **topics** does not need an **s** as you will only be talking about one main theme or topic. It is better to change **topic** to **presentation** or **talk**. This sentence can be rewritten as follows.

- Today, my presentation is on/about development of biodegradable polymers.
- My presentation today is on/about development of biodegradable polymers.
- Today, my talk is on/about development of biodegradable polymers.
- Today, I'm going to talk about / focus on development of biodegradable polymers.

발표의 주제나 제목을 소개할 때 *Today's my topics is ~*라고 하면 잘못된 표현이다. **Today**에는 소유격 부호를 붙이지 않으며, 발표의 주된 주제 하나에 대해서만 언급할 때는 **topic**을 단수형으로 사용해야 한다. 이 경우에는 **topic**보다는 **presentation** 또는 **talk**라는 용어를 쓰는 것이 좋다.

## Key points

1. At international conferences, presenters do not read the presentation title in full.
2. Introduce your topic by focusing on 2 or 3 keywords that are in the title.
3. The most common sentence for introducing the presentation topic is:
  - Today, I'm going to talk about + topic.
4. The most common pattern is: I'm going to
5. The most common verb is talk about. Other frequently used verbs are focus on and look at.

제목 전체를 그대로 읽을 필요는 없다. 제목에서 핵심용어 2~3개를 뽑아 I'm going to talk about (+ 핵심용어) 식의 표현으로 소개한다.