

Presentations Phrase Bank:

An Arabic Guideline

بنك

العبارات الإنجليزية

لمقدمي العروض التقديمية

جمع و تبويب

أ.د / أحمد رفعت عبد الغفار

اكتوبر 2011

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مقدمة الكتاب - Introduction

Speaking in public in a foreign language is very difficult. However, we are lucky when we do this because there are many standard phrases that we can use to structure and construct our presentation. This means that we can concentrate on the content of the presentation, and communicating what we need to say. The following are some useful phrases that you can use when you make your presentation.

تعتبر العروض التقديمية من اهم الوسائل المستخدمة في عرض المستجندات العلمية والابحاث و الرسائل الجامعية امام الجمهور و في المؤتمرات و امام لجان التحكيم .

ومن اسرار الاجادة في تقديم العروض التقديمية بلغة اجنبية هو كيفية القيام بعرض سلس وواضح يربط الجمهور بما يريد ان يعرضه الباحث ولا يعتمد ذلك علي المحتوي العلمي للموضوع بل استخدام العبارات و الكلمات المناسبة و التي صيغت بصورة قياسية لتناسب مجمل المواقف التي يواجهها العارض.

وقد قمت بجمع و تبويب و عرض العبارات القياسية الاكثر استخداما في العروض التقديمية خدمة للباحثين من الزملاء و الابناء - العرب - آملا ان ترفع عن كاهلهم عبئ التواصل بلغة غير لغتهم الام .

وهذا الكتيب قمت برفعة و نشره مجانا علي موقعي

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وذلك طلبا لتعميم الفائدة و الوصول للكافة في انحاء المعمورة و يمكن لأي احد القيام بنسخه و استعماله لنفسه علي اساس الاشارة للمصدر و عدم عرضه للبيع او التوزيع العام.

ويسعدني تلقي ملاحظاتكم و تعليقاتكم للتجويد و التصويب و الزيادة

ولا تنسوني من صالح دعائكم ... والله ولي التوفيق وهو يهدي السبيل...

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During your presentation you should always
try to re-emphasize your main point.

Follow the 3X3 rule:

- 1- Say what you are going to say
- 2- Say it
- 3- Say what you've said

في العروض التقديمية يتوجب عليك:

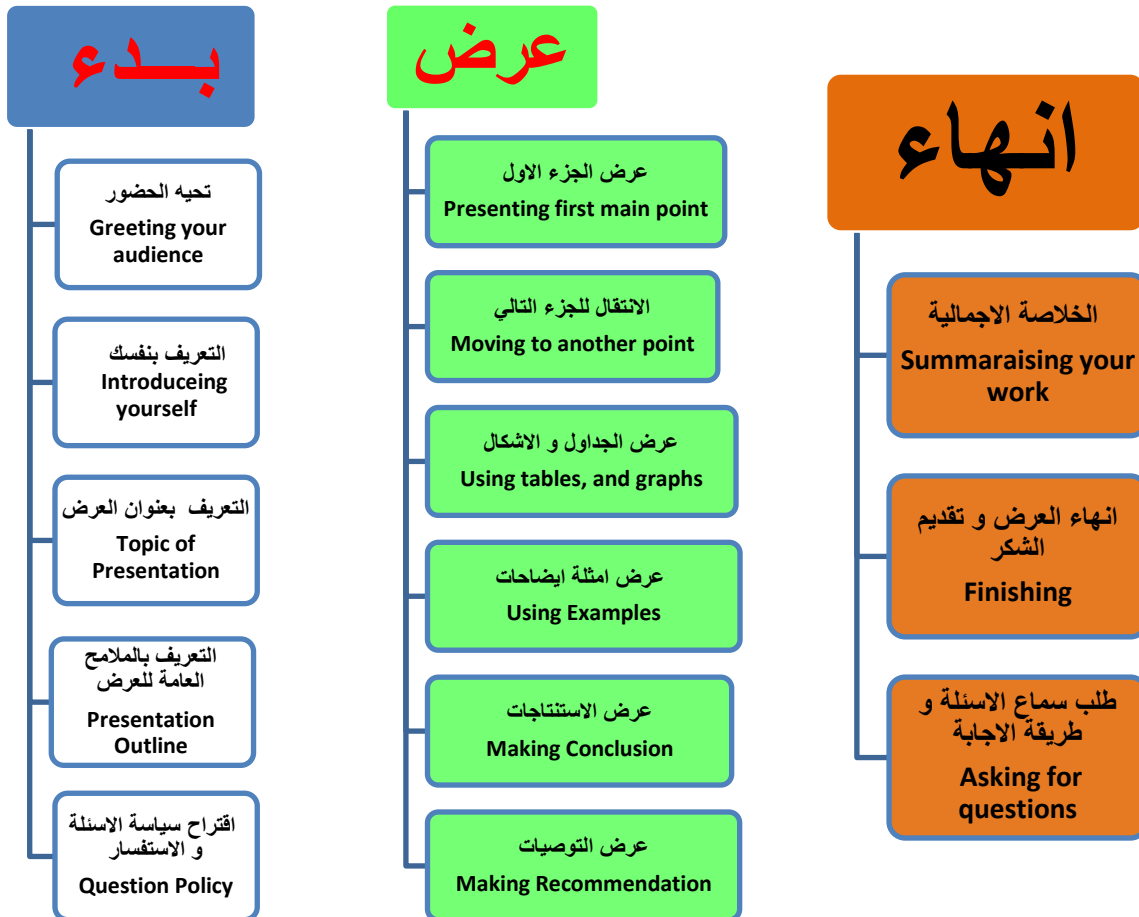
التنويه بما سوف تقوم بعرضه..... ثم تقوم بعرضه.....
ثم تذكر ما قمت بعرضه....



المحتوي

تم تقسيم العبارات الي ثلاث مجموعات حسب التسلسل الزمني للعرض
كما يلي:

O.P.C



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لمقدمي العروض التقديمية

اعداد أ.د / أحمد رفعت عبد الغفار

نسخ مجانية للتنزيل من الموقع

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القسم الأول : افتتاح العرض

Opening the Presentation



1:1

تحية الحضور

Greeting your audience

- Good morning/afternoon ladies and gentlemen.
- Thank you for this opportunity to talk to you today. (formal)
- Hello everybody and welcome to my presentation. (informal)
- Good morning / afternoon, ladies and gentlemen.
- First of all, let me thank you all for coming here today.
- It's a pleasure to welcome you today. I'm happy / delighted that so many of you could make it today.
- It's good to see you all here.

1:2

التعريف بنفسك

Introducing yourself

- Let me introduce myself: My name is ...and I'm a student of ... at the Faculty of ...
- My name is X from Y (name of company, country etc) ...
- Let me introduce myself. I'm Abc.. from ...
- For those of you who don't know me, my name is ...Let me just start by introducing myself.
- My name is ...Giving your position, function, department,

1:3

التعريف بعنوان العرض

Topic of Presentation

- Today/This morning I'm going to talk about...../
- I'd like to talk about ...
- The aim of my presentation is to ...
- I'd like to tell you a little about ...
- The subject/topic/focus of my presentation is
- I plan to say a few words about ...
- • I'd like to talk today about ...
- I'm going to talk about .../present .../brief you on .../inform you about ...
-

1:4

التعريف بالملاح العامة للعرض

Presentation Outline

Outline

- I've divided my presentation into.....parts/sections. They are ...
- The subject can be looked at under the following headings. Firstly/first of all..... Secondly/then/next Thirdly/and then we come to.... Finally/eventually/Lastly/last of all.....
- I've divided my presentation into X parts.
First, I'd like to talk about ...
Second, ... Then, (I'll move on to/consider/deal with/focus on) ... After that, ... Next, ...

Timing

- I shall only take (...) minutes of your time.
- I plan to be brief.
- This should only last (...) minutes.
- My talk will take about (...) minutes

The purpose / objective / aim

- The purpose / objective / aim of this presentation is to ...
- Our goal is to determine how / the best way to
- What I want to show you is ...
- My objective is to ...
- Today I'd like to give you an overview of ...
- Today I'll be showing you / reporting on ...
- I'd like to update you on / inform you about
- During the next few hours we'll be ...

1:5

اقتراح سياسة الاسئلة و الاستفسار

Question Policy

- Please keep any questions until the end.
If you have any questions please feel free to interrupt.
- I'd be happy to answer any questions at the end.
- I'd be glad to answer any questions at the end of my talk.
 - If you have any questions, please feel free to ask me at the end of my presentation.
 - There will be time for discussion at the end.
- There will be time for questions after my presentation.
- We will have about 10 minutes for questions in the question and answer period.If you have any questions, feel free to interrupt me at any time.
- Feel free to ask questions at any time during my talk.

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القسم الثاني : قدم العرض

Present the Presentation



2-1

عرض الجزء الاول

Presenting first main point

- Now let's move to the first part of my talk, which is about ...
- So, to begin with ...
- So, first ...

2:2

الانتقال للجزء التالي

Moving to another point

- Let's move on to ...
Moving on to ...
This leads to ...
Let's turn to ...

Moving backwards and forwards

- As I mentioned earlier, ...
I'll be talking more about this later.
I'll return to this point.
-

Linking parts together

- • Let's start with ...
- Let's move/go on to ...
- Now we come to ...
- That brings us/me to ...
- Let's leave that and turn to ...
- Now I'd like to describe/talk about

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2:3

عرض الجداول و الاشكال Using tables, and graphs



- This slide/diagram/transparency shows ...
- If you look at this graph it shows that ...
- What is interesting here is ...
- I'd like to draw your attention to
- "This graph shows you..."
- "Take a look at this..."
- "If look at this, you will see..."
- "I'd like you to look at this..."
- "This chart illustrates the figures..."
- explain why the visual is important:
- "As you can see..."
- "This clearly shows
- "From this, we can understand how / why..."
- "This area of the chart is interesting..."
-

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2:4

عرض امثلة ايضاحات

Using Examples

- For example,...
- A good example of this is...
- As an illustration,...
- To give you an example,...
- To illustrate this point...
- Let's take the example of what happens when ...
- The best example of ... is probably ...
- An interesting example of ... is ...
- For instance ...
- Let's now look at ...
- This will illustrate some of the principles we've been talking about.
- Let's take the case where.

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2:5

عرض الاستنتاجات **Making Conclusion**

- In conclusion I'd like to say .../ to suggest .../ to recommend ...
- I'd like to leave you with the following idea/question.
- What we need is
- As you can see there are some very good reasons ...
- I think we have to
- To conclude my presentation, ...
- In conclusion, ...
- To summarise the main points of my presentation ...
- In view of the evidence I have presented I think it is fair to say that ...
- After all is said and done I think we can conclude that ...

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2:6

عرض التوصيات

Making Recommendation

- We'd suggest ...
- We therefore (strongly) recommend that ...In my opinion, we should ...
- Based on the figures we have, I'm quite certain that ...

2:7

الإشارة الى ما سبق قوله

Refer to what have said

To refer to what you have said previously:

- As I have already said earlier...
- As we saw in part one...
- To repeat what I've said already...
- To refer to what you will say:
- We will see this a little later on.
- This will be the subject of part 3.
- We will go into more detail on that later.
- For now, suffice to say...

To refer to what an expert says:

- I quote the words of ...
- In the words of...
- According to...
- Here I'd like to quote...
- As Mr. X says in his book...
- There is a famous quotation that goes...

Referring to research

- Researchers have identified three key issues here, they are ...
- Researchers have shown quite conclusively that ...
- A number of recent studies, notably the ones by ... and ..., have shown that ...
- A number of studies have shown that ...
- A study by ... shows that ...
- Research suggests/indicates that ...
- According to ...
- Figures from ... show/suggest/indicate that ...
- A very interesting study by ... shows that...
- The study by ... is on your reading list and I encourage you to take a look at it. Basically, what he found was that ...
- One of the most interesting studies carried out in this area by ... showed that ...

To refer to common knowledge:

- As you all may well know...
- It is generally accepted that...
- As you are probably aware (of)...
- To emphasize

- What is very significant is...
- What is important to remember...
- I'd like to emphasize the fact that...
- I'd like to stress the importance of...
- to highlight...

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2:8

عرض الآراء

Expressing opinion

Avoid preceding everything you say with, "in my opinion," or "I think that

- **To signal another person's opinion**
 - * According to Professor Grand ... (an authority on the subject)
 - * Lauren Thompson has expressed the opinion that ...
 - * In a recent article, Abc... stated that ...
- **To signal a widely-held opinion**
 - * It is commonly thought that ...
 - * According to conventional wisdom ..
- **To signal your opinion**
 - * In my opinion
 - * I think that ...
 - * It is my view that ...
 - * It seems to me that ...

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القسم الثالث : ختام العرض

Closing the Presentation



3-1

الخلاصة الإجمالية

Summarizing your work

Signalling the end

- That's all about ...
- That brings me to the end of my presentation.
- That completes my presentation.
- I'm now approaching / nearing the end of my presentation.
- Well, this brings me to the end of my presentation.
- That covers just about everything I wanted to say about ...
- OK, I think that's everything I wanted to say about ...As a final point, I'd like to ...
- Finally, I'd like to highlight one key issue.
-

Summarizing

- Now I'd like to finish with a summary of the main points.
- Now let me summarize the key points/parts of my talk.
- So, to summarise, ...
- To summarize, .../To sum up, ...
- Let me just run over the key points again.
- Now I'll briefly summarize the main issues.
- Before I stop, let me go over the key issues again. Just to summarize the main points of my talk ...
- To conclude / In conclusion, I'd like to ...

3:2

انهاء العرض و تقديم الشكر

Finishing

- Thank you for your attention. If there are any questions I'll be happy to answer them now.
 - Well, I think I've covered everything. I hope you enjoyed my presentation and if you have any question, feel free to ask me now.... Thank You..
- Any further questions? ●
- If there are no more questions, I'll end my presentation. Thank you again for your attention.
 - Any more questions? Fine that's all for today.
- Thanks for your attention.

3:3

طلب سماع الاسئلة و طريقة الاجابة

Asking for questions Answering the questions

- If you have any questions I'll do my best to answer them.

Clarifying a question

- Sorry, I'm not sure I've understood. Could you repeat it?
- I'm afraid, I didn't catch your question.
- If I understood you well, you mean ... Is that right?

Checking the questioner is satisfied

- Does that answer your question?
- Is that clear?
- May we go on to the next question?

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القسم الرابع : مواقف حرجة و غير متوقعة

Hard Situations



لفت نظر الحضور

Get the audience's attention

Get the audience's attention and signal the beginning.

- Right / Well / OK.Let's begin.
- Good./ Fine/ . Great/ . Can we start?
- Shall we start?
- Let's get down to business



اجابة سؤال صعب

Replying to difficult questions

(when you don't have an answer or don't want to answer a question)

- That's a good point.
- I'll come to that later if you don't mind. I'm afraid I don't have that information to hand.
- I'm afraid I'm not the right person to answer that.
- Hmm, that's a good question. I don't have the information to answer that question right now, but I'd be happy to find out and get back to you later.
- I don't think we have enough time to go into that right now, but I'll be happy to speak to you one-to-one after the presentation if you would like.
- That's an interesting point, but I do think I have shown that ...



خلل فقدت الطريق ... شيء قد فقد

Losing your way

- Now, where was I? Oh yes, ...
- If you'll bear with me for a moment while I just glance at my notes, right,
- Erm, I'll just need a minute to sort out the technology and I'll be with you ...

مواقع مفيدة و مصادر الكتيب

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