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1 Academic Presentation

1.1 Conference

1.1.1 Opening Remarks

1. 稍正式些:

~~It's great to be here with you today.~~ 很高兴今天能来这里

2. 稍随意:

Hi everyone, good morning. 直接问候早上下午好之类的。

How's everyone doing?

Self Introduction:

Let me briefly introduce myself. 我先简短的介绍一下我自己。

My name is () and I'm the () of (). 我叫某某, 我是某公司的某职位。

今天要说啥:

Today, I'd like to talk to you about ...

My topic today is ...

The topic I intend to discuss is ...

1.1.2 Overview

(As you can see) This presentation is divided into (four) parts. 今天的展示主要分四部分。

Let me direct your attention to the screen. 请大家看大屏幕。

An overview of today's presentation. First, I'm gonna to talk about Then ...

Detailed overview:

I want to begin by /with A 按情况选介词, and then I'll move on to B, next we're talking about C, and finally we'll land on D (our conclusion)

1.1.3 Details

Let me begin by giving you some background information about (this issue). 先给大家介绍一下背景信息吧。

To get started, let's take a look at (this chart) here. 首先咱们先看这个表。

下一个话题:

Now, I'd like to move on to the second part of the presentation.

Moving on to the next topic.

举例子:

To give you an example, let's take a look at this.

A good example of this is ...

过渡:

Next ...

Moving on to next slide/section

1.1.4 End

要结尾了

There are a few things I would like you to take away from this presentation.

To conclude

That brings us to the end of my presentation.

I'll conclude with ...

Q&A Time!

That's all for today's presentation. I'm happy to answer any questions.

Does anyone has any questions or comments? 大家有问题或有什么要说的吗?

Pass the baton 把接力棒给下一人

If there are no further questions at this point, I'd like to give the stage to my coworker/teammate

Amy. 如果没什么问题了呢, 有请我的同事 Amy 来为大家做下面的讲解。

没有别的同事、队友了: That's it from me, thank you for your attention.

1.1.5 Transition Words

First and foremost 首先

What else do we need to consider? We need to consider ... 我们还需要考虑什么? 我们需要考虑...

Now let's consider ...

I'd like to move on to/look at ...

The next point I'd like to address is ... 我想谈的下一点是...

My next point is ...

Now, turning to ...

Let me move on to ...

Now, I'll show you ...

As you can see here ...

I'd like to point out ...

That brings us to ... 这把我们带到...

Also up for discussion is ... 还需要讨论的是...

With this in mind, 借鉴于这一点

What's more is that ... 更重要的是...

Compare that with ... 比起

In the meantime 与此同时

Not only, first, second, third, finally, similarly, in contrast, more over, surprisingly,
illustrate, demonstrate, indicate,

1.1.6 Motto

The only way you can build confidence in presentation is through practice.

1.1.7 Archive

Thanks for having me today. 感谢邀请我。

Welcome to my presentation on ...

Let's take a look at ...

All things considered, 总而言之/所有事情都考虑

Some important takeaways for today's presentation.

That concludes my presentation.

1.2 Weekly Meeting

2 How to learn from TV series

2.1 ElenaLin

如何做笔记：

Principle: 自己半年或一年内能用上的记。太简单的不记。

1. 提高词汇量：喜欢的单词。有用的。认识但不熟。（先记下来，如果不知道中文，查，记下来）
2. 句式，介词搭配
3. 地道的表达：表达愤怒，快乐或者一种状态。跟读一遍增强记忆。
4. 文化了解：文化学习
5. 佛系美剧：除了工作学习之外，一直放美剧
6. 重要的 tips：重复播看。分开娱乐 & 学习刷剧。无字幕 > 英文字幕 > 中英文字幕（可以第一遍有字幕，后面没字幕，遇到听不懂的再偷偷看字幕）

3 Daily Scenario

3.1 Restaurant

Say when = tell me when to stop (好了告诉我, 吱一声)

Answer: When. That's enough. Okay. That's good.

3.2 Order Coffee

Barista 咖啡师

Hi, how are you? I am great, thanks for asking.

句式: Can I have this, please. 我可以点这个吗

Tall 小杯 Grande 中杯 Venti 大杯

Small 小号 Medium 中号 Large 大号

Can I have a medium ice latte, please

No, I want a medium size cup. 不, 我想要一个中号的杯子

light ice/easy on ice 少冰

Can I have a ice latte with no ice 我要一杯冰拿铁不加冰

Half&half 咖啡伴侣 Cremer 液态咖啡伴侣 Vanilla cremer 香草奶 Sugar free cremer 无糖奶

Fat free cremer 无脂奶 Syrup 糖浆 Vanilla syrup 香草糖浆

Can I have a grande hot coffee with cremer and vanilla syrup

3.3 Ok 好哇

a-ok 100% ok

Okey-dokey 叠字, 口语俏皮

Sounds good/great/perfect 好哇

No problem

Why not?

Certainly/Definitely/Absolutely

I'd love to/I'd be delighted

Sure/For sure (without a doubt)/Sure thing(别人提醒, 你一定会去做) 很高的意愿

I don't know for sure. 我不是很确定

I'm in/I'm down = count me in = I'm ok with that 算我一份

3.4 Class Conversation

Class is about to start

I'm sorry. I'm late. May I come in?

Yes, please! You may go to your place. You may go back to your place!

Please put up/raise your hand.

Speak louder, please! I can't hear you.

Please write down!

Please be quiet! Stop talking and pay attention!

What happened? What was that noise?

Breaktime is over.

What class is next? What about yours?

take out your pen. 把笔准备好

Didn't hear: I didn't catch the last part/part about ...

Could you repeat that please/say that again?

I didn't hear/catch what you said after ...

Can you please speak more slowly?

How do you spell that? What does XX mean?

How do you say XX in (your language)?/what is XX in (your language)?

Can you use this word in a sentence?

Can you give me/us an example of this?

Good afternoon, class! Please take your seats! Stop talking and be quiet, so that we could start the exam!

Great! I'm glad you finally settled down.

Time to begin: Let's begin today's lesson. Let's begin our lesson now. I think we can start now. Is everybody ready to start? It's time to begin, please stop talking. Settle down now so we can start.

Time to stop: Let's stop now. It's time to finish now. It's almost time to stop. Have you finished? Collect your work please.

References

- [Neu99] Jürgen Neukirch. Algebraic Number Theory (Schappacher, N., trans.) New York: Springer-Verlag, 1999.