

## Chapter 20

### Useful Phrases

#### 20.1 PART 1 PRESENTATIONS AND POSTERS

##### 20.1.1 *Introductions and outline*

###### **Introducing institute/department**

Hi. Thanks for coming ...

I am a PhD student/researcher/technician at ...

I am doing a PhD/a Masters/some research at ...

I am part of a team of 20 researchers and most of our funding comes from ...

The work that I am going to present to you today was carried out with the collaboration of the University of ...

###### **Telling the audience what point your research has reached and in what context it is**

What I am going to present is actually still only in its early stages, but I really think that our findings so far are worth telling you.

We are already at a quite advanced stage of the research, but I was hoping to get some feedback from you on certain aspects relating to ...

Our research, which we have just finished, is actually part of a wider project involving ...

###### **Giving a general outline (formal)**

In this presentation I am going to/I would like to/I will

discuss some findings of an international project

examine/analyze/bring to your attention

introduce the notion of/a new model of

review/discuss/describe/argue that

address a particular issue, which in my opinion, ..  
 give an analysis of/explore the meaning of  
 cite research by Wallwork and Southern

### **Giving your agenda (traditional)**

I will begin with an introduction to ...  
 I will begin by giving you an overview of ...  
 Then I will move on to ...  
 After that I will deal with ...  
 And I will conclude with ...

### **Giving your agenda (less formal)**

First, I'd like to do x/I'm going to do/First, I'll be looking at X.  
 Then we'll be looking at Y/Then, we'll focus on Y.  
 And finally we'll have a look at Z/Finally, I'm going to take you through Z.  
 So, let's begin by looking at X.

### **Giving your agenda (informal)**

So this is what I am going to talk about ...  
 ... and the main focus will be on ...  
 ... and what I think, well what I hope, you will find interesting is ...  
 I'm NOT going to cover P and Q, I'm just going to ...

### **Giving your agenda (more dynamic)**

This is what I'm planning to cover.  
 I've chosen to focus on X because I think  
 it has massive implications for ...  
 it is an area that has been really neglected ...  
 I'm hoping to get some ideas from you on how to ...  
 that what we've found is really interesting

I think we have found a  
 radically new solution for ...  
 truly innovative approach to ...  
 novel way to ..

We are excited about our results because this is the first time research has shown that ...  
 Why is X is so important? Well, in this presentation I am going to give you three  
 good reasons ...  
 What do we know about Y? Well, actually a lot more/less than you might think.  
 Today I hope to prove to you that ...

### Referring to handout

I've prepared a handout on this, which I will give you at the end - so there's no need to take notes.

Details can also be found on our website. The URL is on the handout.

### **20.1.2 *Transitions***

#### **Moving on to the main body of the presentation**

Okay, so let me start by looking at ...

So first I'd like to give you a bit of background.

So why did we undertake this research? Well, ...

So what were our main objectives? Well, ...

#### **Introducing a new element or topic**

With regard to x ...

As far as x is concerned ...

Regarding x ...

#### **Signaling that the topic is about to change**

Before I give you some more detailed statistics and my overall conclusions, I am just going to show you how our results can be generalized to a wider scenario.

In a few minutes I am going to tell you about X and Y, which I hope should explain why we did this research in the first place. But first I want to talk to you about ...

#### **Showing where you are in the original agenda**

Okay so this is where we are ..

This is what we've looked at so far.

So, we're now on page 10 of the handout.

#### **Referring to previous topic to introduce next topic**

Before moving on to Z, I'd just like to reiterate what I said about Y.

Okay, so that's all I wanted to say about X and Y. Now let's look at Z.

Having considered X, let's go on and look at Y.

Not only have we experienced success with X, but also with Y.

We've focused on X, equally important is Y.

You remember that I said X was used for Y [go back to relevant slide], well now we're going to see how it can be used for Z.

### **Getting the audience interested in the next topic**

Did you know that you can do X with Y? You didn't, well in the next section of this presentation I'll be telling you how.

#### **Direct transition**

Let me now move onto the question of ...

This brings me to my next point ...

Next I would like to examine ...

Now we're going to look at Z. // Now I'd like to show you Z. // Now I'd like to talk about Z.

Okay, let's move on to Z.

Now we are going to do X. X will help you to do Y.

### **20.1.3 *Emphasizing, qualifying, giving examples***

#### **Emphasizing a point**

I must emphasize that ..

What I want to highlight is ...

At this point I would like to stress that ...

What I would really like you to focus on here is ...

These are the main points to remember:

The main argument in favor of/against this is ..

The fact is that ...

This is a particularly important point.

This is worth remembering because ...

You may not be aware of this but ...

#### **Communicating value and benefits**

So, the key benefit is...

One of the main advantages is...

What this means is that ...

We are sure that this will lead to increased ...

What I would like you to notice here is ...

What I like about this is ...

The great thing about this is ...

#### **Expressing surprise in order to gain interest**

To our surprise, we found that ...

We were surprised to find that ...

An unexpected result was ...

Interestingly, we discovered that ...

### **Qualifying what you are saying**

Broadly speaking, we can say that ...  
 In most cases/In general this is true.  
 In very general terms ...  
 With certain exceptions, this can be seen as ...  
 For the most part, people are inclined to think that ...  
 Here is a broad outline of ...

### **Qualifying what you have just said**

Having said that ...  
 Nevertheless, despite this ...  
 But in reality ...  
 Actually ...  
 In fact ...

### **Giving explanations**

As a result of ... Due to the fact that ... Thanks to ...  
 This problem goes back to ...  
 The thing is that ...  
 On the grounds that ...

### **Giving examples**

Let's say I have ... and I just want to ...  
 Imagine that you ...  
 You'll see that this is very similar to ...  
 I've got an example of this here ... show slide  
 I've brought an example of this with me ... show object  
 There are many ways to do this, for example/for instance you can ...  
 There are several examples of this, such as ...

## **20.1.4 *Diagrams***

### **Making initial reference to the diagram**

Here you can see ...  
 I have included this chart because ...  
 This is a detail from the previous figure ...  
 This should give you a clearer picture of ...  
 This diagram illustrates ...

### **Explaining what you have done to simplify a diagram**

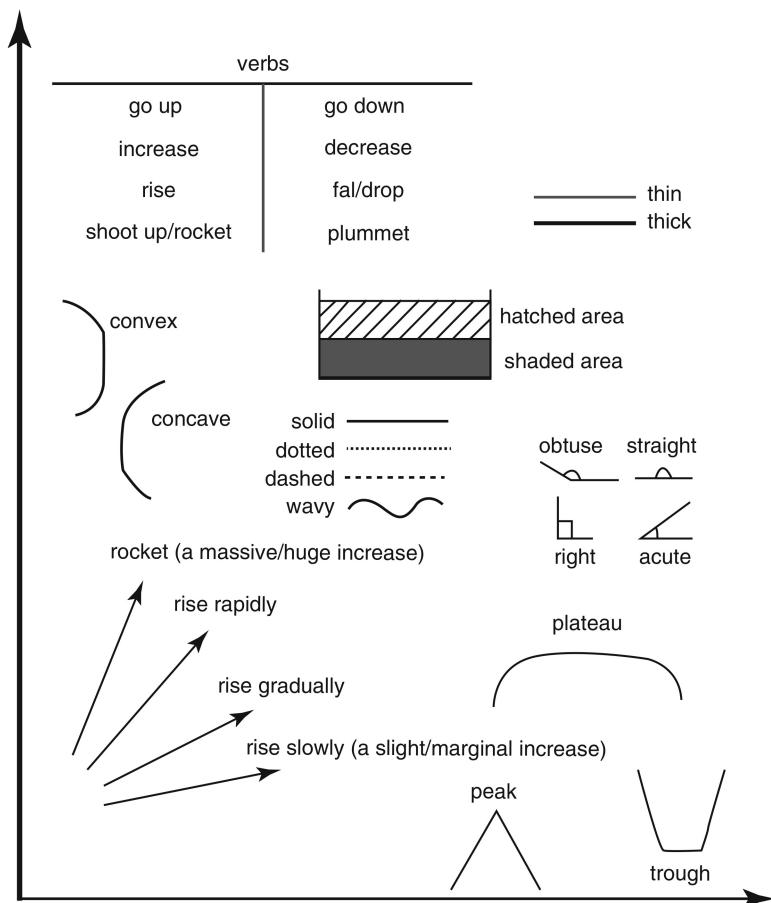
For ease of presentation, I have only included essential information.  
 For the sake of simplicity, I have reduced all the numbers to whole numbers.  
 This is an extremely simplified view of the situation, but it is enough to illustrate that ...  
 In reality this table should also include other factors, but for the sake of simplicity I have just chosen these two key points.  
 This is obviously not an exact/accurate picture of the real situation, but it should give you an idea of ...  
 I have left a lot of detail out, but in any case this should help you to ...  
 if you are interested you can find more information on this in my paper.

### **Indicating what part of the diagram you want them to focus on**

Basically what I want to highlight is ...  
 I really just want you to focus on ...  
 You can ignore/Don't worry about this part here.  
 This diagram is rather complex, but the only thing I want you to notice is ...

### **Explaining the lines, curves, arrows**

On the x axis is ... On the y axis we have ...  
 I chose these values for the axes because ...  
 In this diagram, double circles mean that ... whereas black circles mean ... dashed lines mean ... continuous lines mean ...  
 Time is represented by a dotted line.  
 Dashed lines correspond to ... whereas zig-zag lines mean ...  
 The thin dashed gray line indicates that ...  
 These dotted curves are supposed to represent ...  
 The solid curve is ...  
 These horizontal arrows indicate ...  
 There is a slight/gradual/sharp decrease in ...  
 The curve rises rapidly, then reaches a peak, and then forms a plateau.  
 As you can see, this wavy curve has a series of peaks and troughs.



### Explaining positions

on the left is ... on the left side here ...  
 in the middle ...  
 here, at the top ...  
 down in this section ...  
 over here is a ...  
 the upper/lower section ...

		top	top right corner 
upper half			
 edge	mid point between the left hand edge and the center	 center	on the right (hand) side
lower half			 near / close to the bottom right corner 
		 bottom	

### 20.1.5 *Making reference to parts of the presentation*

#### Referring forward

I'm going to do X, Y, and Z.  
 I'm not going to cover this aspect now, I'm just going to ...  
 I'll go into a bit of detail for each concept.  
 I'll explain this in a moment/I'll talk about that later.  
 As we will see later ...

#### Referring backward

As I said before ...  
 Remember I said that ...  
 The concept I mentioned earlier ...  
 As I mentioned a moment ago ...  
 To return to my earlier point ...  
 If we go back to this slide ... (shows an earlier slide)

#### Referring to current slide

Here you can see ...  
 Notice that it has ...  
 As you can see ...

### **20.1.6 *Discussing results, conclusions, future work***

#### **Very strong affirmations** (but see Section 14.4)

These results definitely prove that ...  
 We are convinced that our results show that ...  
 What these results prove is ...

#### **Tentative affirmations**

Our results would seem to show that ...  
 What these findings seem to highlight is ...  
 I think that these results may indicate that ...  
 It seems probable from these results that ...  
 I think it is reasonable to assume that ...  
 Under the hypothesis that  $x = y$ , what these results probably mean is ...  
 We are assuming that the reason for this discrepancy is ...  
 We are presuming that this nonagreement is due to ...  
 This may indicate that ...  
 A possible explanation is ...  
 I believe this is due to ...

#### **Future work**

So, we've still got quite a long way to go. What we need to do now is ...  
 Given these results, it seems to us that the best thing to do now is ...  
 A promising area for future research would probably be ...  
 What we are planning to do next is ...

#### **Eliciting audience help**

To be honest, we are not exactly sure what these results may implicate ...  
 We think our results show that  $x = y$ , and we were rather hoping to find other people  
     who may be doing similar research to confirm this for us ...  
 We are not really sure why the results appear to be so contradictory, and we were  
     wondering whether someone here might be able to help us out with this.  
 We are actually looking for partners in this project, so if anybody is interested,  
     please let us know.

### 20.1.7 *Ending*

#### **Warning audience that presentation is near the end**

Okay, we're very close to the end now, but there are just a couple of important things that I still want to tell you.

#### **Final summary**

Well that brings me to the end of the presentation. So, just to recap ...

#### **Telling the audience where they can find further information**

I am afraid that I don't have time to go into this in any further detail. But you can find more information about it on this website (which is on the back page of your handout).

If you would like more information on this, then please feel free to email me. My address is on the back page of the handout./My address is in the congress notes.

#### **Thanking the audience**

Thanks very much for coming.

Thank you for your attention.

### 20.1.8 *Questions and answers*

#### **Beginning a Q&A session**

Does anyone have any questions on this?

I'd be really interested in hearing your questions on this.

[If no one asks a question] One question I am often asked is ...

#### **Referring to level of English just before Q&A session**

If you ask any questions I would be grateful if you could ask them slowly and clearly, as

- my English is a bit rusty
- many attendees here today are not native speakers of English

### **Handling the session**

Okay, could we start with the question from the gentleman/lady at the back. Yes, you.  
 [Interrupting someone] Sorry, first could we just hear from this woman/man at the front.

Do you mind just repeating the question because I don't think the people at the back heard you.

I think we have time for just one more question.

Okay, I am afraid our time is up, but if anyone is interested in asking more questions I'll be in the bar and at the social dinner tonight.

### **What to say when you don't understand a question from the audience**

Sorry, could you repeat the question more slowly please?

Sorry, could you speak up please?

Sorry, I didn't hear the first/last part of your question.

Sorry, I still don't understand—would you mind asking me the question again in the break?

Sorry, but to answer that question would take rather too long, however you can find the explanation on my web pages or in my paper.

I'm not exactly clear what your question is.

### **Going back to the presentation after taking questions mid presentation**

Okay, would you mind if I moved on now, because I've still got a couple of things I wanted to say?

### **Interpreting the questions**

If I'm not wrong, I think what you are asking is ...

Can I just be sure that I understand? You are asking me if ...

So what you are saying is ...

So your question is ...

### **Avoiding difficult questions**

I'm not familiar with the details regarding that question.

I can't give you an exact answer on that, I am afraid.

That's a very interesting question and my answer is simply I really don't know!

That's a good question and I wish I had a ready answer, but I am afraid I don't.

You know, I've never been asked that question before and to be honest I really wouldn't know how to answer it.

I would not like to comment on that.

I am sorry but I am not in a position to comment on that.

I am not sure there really is a right or wrong answer to that. What I personally believe is ...

### Asking for time or deferring

I think it would be best if my colleague answered that question for you.  
 Can I get back to you on that one?  
 Could we talk about that over a drink?  
 I need to think about that question. Do you think we could discuss it in the bar?  
 You've raised a really important point, so important that I think I would rather have a bit of time to think about the best answer. So if you give me your email address at the end, I'll get back to you.  
 At the moment I don't have all the facts I need to answer that question, but if you email me I can get back to you.  
 Offhand, I can't answer that question but if you ...

### Commenting on audience questions

I know exactly what you mean but the thing is ...  
 I take your point but in my experience I have found that ...  
 You're quite right and it is something that I am actually working on now.  
 I'm glad you raised that point, in fact one of my colleagues will be able to answer that for you.  
 Yes, the additional experiments you suggest would be very useful. Maybe we could talk about them over lunch.

### Suggesting that Q & A session can continue at the bar

Does anyone fancy going for a drink? because it would be very helpful to have your feedback.  
 Would anyone like to go for a drink? because I'd be really interested to hear your views on this.

### 20.1.9 *Things that can go wrong*

#### Equipment doesn't work

I think the bulb must have gone on the projector. Could someone please bring me a replacement? In the meantime let me write on the whiteboard what I wanted to say about ...  
 The microphone/mike doesn't seem to be working. Can everyone hear me at the back?  
 I don't know what has happened to my laptop but the program seems to have crashed. Please bear with me while I reboot.  
 Okay, it looks as if I will have to continue my presentation without the slides. Let me just look at my notes a second.

### **You realize that a slide contains a mistake**

You know what, there's a mistake here, it should be ...  
Sorry this figure should be 100 not 1,000.

### **Your mobile phone rings and you have to turn it off**

I'm really sorry about that. I thought I had switched it off.

### **You forget where you are in the presentation**

Sorry, what was I saying?  
Where were we up to? Can anyone remind me?  
Sorry I've lost track of what I was saying.  
Sorry, I seem to have forgotten what I was saying.

### **If you are about to go over your allocated time**

It looks as if we are running out of time. Would it be okay if I continued for another 10 minutes?  
If any of you have to leave straight away, I quite understand.  
I am really sorry about this. But in any case, you can find the conclusions in the handout.  
I will put a copy of the presentation on our website.

### **Getting the person interested**

Hi, would you like some more information?  
Would you like me to take you through the process?  
I have a short demo here if you would like to look at it.  
Would you like to hear some more details on the methodology?

### **Offering further help**

Would you like a copy of this handout/brochure/document? It basically says the same as the poster but in a lot more detail.  
Here is my paper, if you would like a copy.  
You can find more details on my website, which is written on my card here.

### **Asking questions about the person's research**

May I ask what field you are in?  
Where are you based?  
How long have you been working in this field?

### **Opening up possibilities for further contact**

Would you like to give me your email address?  
 Are you giving a presentation yourself?  
 Are you going to be at the dinner tonight?  
 Might you be interested in setting up a collaboration?

### **Saying goodbye**

Thank you very much.  
 It was very nice to meet you.  
 Hope to see you around.  
 Hope to see you again.  
 I'll email you the website/my paper/the documentation.  
 Let's keep in touch.  
 Goodbye.

### ***20.1.10 What to say during a poster session***

#### **Getting the person interested**

Hi, would you like some more information?  
 Would you like me to take you through the process?  
 I have a short demo here if you would like to look at it.  
 Would like to hear some more details on the methodology?

#### **Asking questions about the person's research**

Can I ask what field you are in?  
 Where are you based?  
 How long have you been working in this field?

### **Opening up possibilities for further contact**

Would you like to give me your email address?  
 Are you giving a presentation yourself?  
 Are you going to be at the dinner tonight?  
 Might you be interested in setting up a collaboration?

### **Offering further help**

Would you like a copy of this handout / brochure / document? - it basically says the same as the poster but in a lot more detail.

Here is my paper, if you would like a copy.

You can find more details on my website, which is written on my card here.

### **Saying goodbye**

Thank you very much.

It was very nice to meet you.

Hope to see you around.

Hope to see you again.

I'll email you the website / my paper / the documentation.

Let's keep in touch

Goodbye.

## **20.2 PART 2: NETWORKING**

### ***20.2.1 Introductions***

#### **Meeting people for the first time (previous contact via email, phone)**

Hello, pleased to meet you finally.

So, finally, we meet.

I'm very glad to have the opportunity to speak to you in person.

I think we have exchanged a few emails, and maybe spoken on the phone.

#### **Meeting people for the first time (no previous contact)**

Hello, I don't think we've met. I'm ...

Pleased to meet you.

Nice to meet you, too.

May I introduce myself? My name is ...

I'm responsible for / I'm in charge of ... I'm head of ...

Good morning, I'm ...

How do you do?

Here is my card.

Do you have a card?

### **Introducing people**

Can I introduce a colleague of mine? This is Irmin Schmidt.

Hello, Pete, this is Ursula.

David, this is Olga. Olga, this is David.

I'm afraid Wolfgang cannot be with us today.

### **Telling people how to address you**

Please call me Holger.

OK, and I'm Damo.

Fine, please call me Damo.

## ***20.2.2 Meeting people who you have met before***

### **Meeting people who you think you may have met before**

Excuse me, I think we may have met before, I'm ...

Hi, have we met before?

Hi, you must be ...

### **Seeing people you have already met before**

Hi, Tom, good to see you again, how are you doing?

Hi, how's it going? I haven't seen you for ages.

How's things?

Great to see you.

I'm (very) pleased to see you again.

### **Catching up**

How did the trip to Africa go?

How's the new job going?

How's your husband? And the children?

How is the new project going?

### 20.2.3 *Small talk*

#### Asking questions

Is it that the first time you have attended this conference?  
 Where are you staying?  
 Where are you from?  
 What did you think of the last presentation?  
 What presentations are you planning to see this afternoon?  
 What was the best presentation so far do you think?  
 Are you going to present something?  
 Had you ever seen Professor Jones present before? She's great don't you think?  
 Are you coming to the gala dinner?  
 So, you said you were doing some research into x. Do have any interesting results yet?  
 So you were saying your were born in x—what's it like there?

#### Showing interest

Oh, are you?  
 Oh, is it?  
 Oh, really?  
 Right.  
 That's interesting.  
 Oh, I hadn't realized.

#### Apologizing for something you shouldn't have said

Sorry, I didn't mean to ...  
 Sorry, I thought you meant ...  
 I meant ...  
 I didn't mean to offend.  
 Sorry I obviously didn't make myself clear.

### 20.2.4 Arranging meetings

#### Suggesting a time / day

Would tomorrow morning at 9.00 suit you?  
 Could you make it in the afternoon?  
 Shall we say 2.30, then?  
 Could you manage the day after tomorrow?  
 What about after the last presentation this afternoon?

#### Making an alternative suggestion

Tomorrow would be better for me.  
 If it's OK with you, I think I'd prefer to make it 3.30.  
 Could we make it a little later?

#### Responding positively

OK, that sounds like a good idea.  
 Yes, that's fine.  
 Yes, that'll be fine.  
 That's no problem.

#### Responding negatively

I'm sorry, I really don't think I will have time. I have a presentation tomorrow and I am still working on some of the slides.  
 I don't think I can manage tomorrow morning.  
 I'm not sure about what I am doing tonight, I need to check with my colleagues and then get back to you.  
 The problem is that I already have a series of informal meetings lined up.

#### Cancelling a meeting set up by the other person

Something has come up, so I'm afraid I can't come.  
 Sorry but the other members of my group have arranged for me to ...  
 Sorry but it looks as though I am going to be busy all tomorrow. The thing is I have to ...

#### Postponing a meeting that you set up

I'm really sorry but I can't make our meeting tomorrow morning because my professor needs me to ...  
 I am very sorry about this, and I am sorry I couldn't let you know sooner. I hope this has not inconvenienced you.  
 In any case, I was wondering whether we could rearrange for tomorrow night.

### **20.2.5 *At an informal one-to-one meeting***

#### **Initiating a topic**

First of all, I wanted to ask you about ...  
 What is your view on ... ?

#### **Changing a topic / returning to a topic**

I've just thought of something else ...  
 Sorry to interrupt, I just need to tell you about ...  
 Can I interrupt a moment?  
 But going back to what you said earlier ...  
 I've been thinking about what you said and ...

#### **Stalling and deferring by interviewee**

Could I just think about that a second?  
 Just a moment, I really need to think about that.  
 Could I get back to you on that? I'll email you the answer.

#### **Concluding by interviewer**

Well, I don't want to keep you any longer.  
 Well, I think that's covered everything.  
 I think the next session is starting in a couple of minutes, so we had better stop.

#### **Asking for a follow up**

Would it be OK if I email you with any other questions that I think of?  
 Would you have time to continue this conversation at lunch today?

#### **Thanking**

Thank you so much. It has been really useful.  
 That's great. You have told me everything I needed to know.  
 It was really very kind of you to ...  
 Thanks very much for ...  
 Thank you very much indeed for ...  
 I don't know how to thank you for ...  
 You've been really helpful.

### **Responding to thanks**

You're welcome.  
 Don't mention it.  
 Not at all.  
 It's my pleasure.  
 That's alright.

### **20.2.6 *At the bar, restaurant and social dinners***

#### **Formal invitations for dinner**

Would you like to have lunch next Friday?  
 If you are not busy tonight, would you like to ... ?  
 We're organizing a dinner tonight, I was wondering whether you might like to come?  
 I'd like to invite you to dinner.

#### **Accepting**

That's very kind of you. I'd love to come. What time are you meeting?  
 Thank you, I'd love to.  
 That sounds great.  
 What a nice idea.

#### **Responding to an acceptance**

Great. OK, well we could meet downstairs in the lobby.  
 Great. I could pass by your hotel at 7.30 if you like.

#### **Declining**

I'm afraid I can't, I'm busy on Friday.  
 That's very nice of you, but ...  
 Thanks but I have to make the final touches to my presentation.  
 No, I'm sorry I'm afraid I can't make it.  
 Unfortunately, I'm already doing something tomorrow night.

#### **Responding to a non-acceptance**

Oh that's a shame, but not to worry.  
 Oh well, maybe another time.

### **Informal invitation to go to the bar / cafe**

Shall we go and have a coffee?  
 Would you like to go and get a coffee?  
 What about a coffee?  
 Do you know if there is a coffee machine somewhere in the building?

### **Offering drink / food**

Can I get you anything?  
 What can I get you?  
 Would you like a coffee?  
 Black or white? How many sugars?  
 So, what would you like to drink?  
 Would you like some more wine?  
 Shall I pour it for you?

### **Accepting offer**

I'll have a coffee please.  
 I think I'll have an orange juice.  
 No, nothing for me thanks.

### **Toastng**

Cheers.  
 To your good health.  
 To distant friends.

### **Questions and answers at the bar / cafe**

Do you often come to this bar?  
 Yes, either this one or the one across the road.  
 Is there a bathroom here?  
 Well, I think we'd better get back—the next session starts in 10 minutes.  
 Shall we get back?

### **Arriving at a restaurant**

We've booked a table for 10.  
 Could we sit outside please?  
 Could we have a table in the corner / by the window?  
 Actually we seem to have got here a bit too early.  
 Are the others on their way?  
 Would you like something to drink / Shall we sit down at the bar while we're waiting for a table?  
 OK, I think we can go to our table now.

### **Menu**

Can / May / Could I have the menu please?  
Do you have a set menu / a menu with local dishes?  
Do you have any vegetarian dishes?

### **Explaining things on the menu and asking for clarification**

Shall I explain some of the things on the menu?  
Well, basically these are all fish dishes.  
I'd recommend it because it's really tasty and typical of this area of my country.  
This is a salad made up of eggs, tuna fish, and onions.  
Could you tell me what xxx is?

### **Making suggestions**

Can I get you another drink?  
Would you like anything else?  
Shall I order some wine?  
Would you like anything to drink? A glass of wine?  
Would you like a little more wine?  
Would you prefer sparkling or still water?  
What are you going to have?  
Are you going to have a starter?  
Why don't you try some of this?  
Can I tempt you to ... ?  
Would you like to try some of this? It's called xxx and is typical of this area.  
What would you like for your main course?  
Would you like anything for dessert? The sweets are homemade and are very good.

### **Saying what you are planning to order**

I think I'll just have the starter and then move on to the main course.  
I think I'll have fish.  
I'd like a small portion of the chocolate cake.  
I don't think I'll have any dessert thank you.

### **Requesting**

Could you pass me the water please?  
Could I have some butter please?  
Do you think I could have some more wine?

### **Declining**

Nothing else thanks.  
 Actually, I am on a diet.  
 Actually, I am allergic to nuts.  
 I've had enough thanks. It was delicious.

### **Being a host and encouraging guests to start**

Do start.  
 Enjoy your meal.  
 Enjoy.  
 Tuck in.  
 Help yourself to the wine / salad.

### **Being a guest and commenting on food before beginning to eat**

It smells delicious.  
 It looks really good.

### **Asking about and making comments on the food**

Are you enjoying the fish?  
 Yes, it's very tasty.  
 This dish is delicious.  
 This wine is really good.

### **Ending the meal**

Would you like a coffee, or something stronger?  
 Would anyone like anything else to eat or drink?

### **Paying**

Could I have the bill please.  
 I'll get this.  
 That's very kind of you, but this is on me.  
 No, I insist on paying. You paid last time.  
 That's very kind of you.  
 Do you know if service is included?  
 Do people generally leave a tip?

### **Thanking**

Thank you so much—it was a delicious meal and a great choice of restaurant.  
 Thanks very much. If you ever come to Berlin, let me know, there's an excellent  
 restaurant where I would like to take you.  
 Thank you again, it was a lovely evening.

### **Replies to thanks**

Not at all. It was my pleasure.  
 Don't mention it.  
 You're welcome.

### **20.2.7 Saying goodbye**

#### **Excuses for leaving**

I am sorry—do you know where the bathroom is?  
 It was nice meeting you but sorry I just need to go to the bathroom (GB) / restroom  
 (US).  
 Sorry but I just need to answer this call.  
 I have just remembered I need to make an urgent call.  
 It has been great talking to you, but I just need to make a phone call.  
 Sorry, I've just seen someone I know.  
 Sorry, but someone is waiting for me.  
 Listen, it has been very interesting talking to you but unfortunately I have to go ...  
 may be we could catch up with each other tomorrow.

#### **Using the time as an excuse for leaving**

Does anyone have the correct time because I think I need to be going?  
 Oh, is that the time? I'm sorry but I have to go now.  
 Sorry, I've got to go now.  
 I think it's time I made a move.

#### **Wishing well and saying goodbye (neutral)**

It's been very nice talking to you.  
 I hope to see you again soon.  
 I really must be getting back.  
 I do hope you have a good trip.  
 It was a pleasure to meet you.  
 Please send my regards to Dr Hallamabas.

**Wishing well and saying goodbye (informal)**

Be seeing you.  
Bye for now.  
Keep in touch.  
Look after yourself.  
Say “hello” to Kate for me.  
See you soon.  
See you later.  
Take care.  
See you in March at the conference then.  
Hope to see you before too long.  
Have a safe trip home.  
OK, my taxi's here.

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