

Suggested Seminar Language

To Be Used During *Round Tables* or *Seminars*

At the seminars the organizers you will have to ***present the topic of the day to the audience, introduce each speaker*** and ***conduct the debate***. The expressions below are intended to help the ***organizers*** run the round tables efficiently and provide ***smooth interaction*** among all the participants. The organizers do not all need to be standing up in the front of the class.

Everyone may remain seated until he/she is invited to speak. Anyone taking the floor, i.e. speaking, should stand up except for during the debate.

Welcome by the Chairman:

- Good morning (good afternoon), ladies and gentlemen. I **wish to** thank you all **for** participating **in** this round table (seminar) and in particular Mr.... or Ms..., who **has come** all the way from...
- The topic of today's round table (seminar) is...
- It is the 1st / 2nd / 3rd in our series of international workshops on topical issues.
- As chairperson I'd like to thank Mr.... and Mrs. / Miss / Ms... **for helping me organize** this round table (seminar).
- Mr.... / Ms... will be introducing our three (or four) distinguished speakers, while Mr.... / Ms... will be in charge of animating the debate, which will follow the presentations. So **now over to you...** (John, Mr. Cox, Mrs. Brown, etc.)

One of the organizers introduces the 1st speaker (Make up names):

- Thank you John. (*You look at John, the "chair", with a smile!*)
- Today I have the great honor of introducing you to our 1st / 2nd / 3rd speaker, Mr.... or Mrs....

Choose two from among these introductions for each speaker:

- ...who will be explaining **to you** the different aspects of...
- ...who will be **discussing the problem** of... (NB. No preposition after "discuss")
- ...will be **dealing with** the topic of...
- ...will be **explaining the reasons for**...
- ...who will be **presenting to us** the dangers / drawbacks / advantages of...
- ...who will be **contrasting** different opinions **on**... / **giving us an overview of**...
- ...who will be studying **in depth** the **pros and cons of**...
- ...who will be analyzing the **controversial issue** of...

Choose two from among these expressions for each speaker:

Mr.... / Ms... / Mrs....:

- ...is *the* expert on... / ... is an *authority* on... / ... has been studying... for *over* "x"...years
- ...has contributed *considerably* to the field of.../...has shown himself to be a *pioneer in the study* of...
- I am certain you... will enjoy listening to... / ...will learn a great deal about... / ...will be pleased to learn all about... / ...will be fascinated by...
- Mr....'s theories / Ms....'s work on...

1st, 2nd, 3rd and possibly 4th speaker:

- Thank you, Bob, for your kind words. (*You look at Bob with a smile!*)
- Thank you, Sarah, for this flattering introduction. (*You turn to Sarah with a smile!*)
- Thank you, Eric. I hope this presentation will meet your expectations.

Getting off to a good start (for the speakers):

- Today we can **state without a doubt** that...
- It has been **reported by experts** that...
- I'd like to **present to you, explain to you, describe to you...**
- Scientists have long **wondered if / whether / why / how...**
- I'd like to **point out that...** (Avoid saying: "~~You have to know...~~" It is impolite.)
- **As you probably know**, we've been **witnessing** over the last "x" years...
- Now at long last **we have proof of ...** (No "s" for the word "proof"—just like other collective nouns such as "information", "knowledge", "furniture", etc.)
- Serious studies are now **available**, which seem to prove that...

Organizer at the end of the 1st / 2nd / 3rd presentation:

- Thank you Mr. ... / Mrs.... for a most interesting / a most detailed / a fascinating talk on...
- And now my colleague will introduce you to our next speaker...
- And now my colleague(s) will conduct the debate. Over to you... (Give names.)

Chairman for the conclusion:

- I'd like to thank you all for **attending this round table** on...
- I think I can rightfully say that everyone was truly fascinated by today's topic, which was "....."
- I thank not only our distinguished speakers but also all the people who **contributed their time and efforts to making** our seminar such a great success.
- In conclusion, I will only say **I look forward to seeing you again** at the 2nd / 3rd / or next week's (*or next year's*) seminar on... (*Pause followed by applause.*)

The organizers should use the same procedure for all of the speakers, but should vary the expressions they use. Use only two of the suggested expressions to introduce each speaker.

Do not forget the *timing*. Allow only two to three minutes maximum for each speaker, who will have very few notes and one or at the most two slides if he/she so wishes. Knowing how to simplify and be concise is a great quality. **There must be absolutely no reading of a speech script.** Speakers and organizers have to memorize what they plan to say for their introductions, speeches or final comments.

Language to be used by the participants in the audience to ask the speakers to "reformulate" in order to check they have understood correctly:

- "In other words / in short..."
- "What you mean to say is..."
- "In fact, what you are telling us is..."
- "Do you imply that...?"

Express your point of view firmly but politely (cf. "Debate and Discussion Language" for suggestions).