English Presentation Comment Sheet

Please check these points before you give the presentation.

English text

☐ Use correct spelling

☐ Use correct grammar

☐ Use definite and indefinite articles ("the", "a") correctly

☐ Use English tenses correctly

☐ Use short, simple sentences

☐ Use correct spacing

☐ Use only single-byte characters (半角文字)

Slides

☐ Use sufficiently large font

☐ Avoid busy slides (limit the amount of text per slide)

☐ Limit the number of graphics (tables or figures) to 1 per slide

☐ Limit the number of slides (max. 2 slides per minute)

☐ Do not skip slides (delete slides that will not be used)

☐ Do not include patients' initials or other personal information

Delivery

☐ Do not speak too slow or too fast

☐ Articulate clearly

☐ Pay attention to intonation and avoid flat presentation

☐ Do not use any Japanese (e.g., えっと、あのぉ)

☐ Speak into the microphone

☐ Avoid reading the text directly from the slides

☐ Do not look down at your notes or PC too much

☐ Face the audience and make eye contact (do not face the screen too much)

☐ If you use a laser pointer, hold it steady and do not overuse it

☐ Use only real English terms (no 和製英語) and the English pronunciation of terms (not pronunciation based on German or French)

Q&A

☐ If you do not understand the question, ask for repetition

☐ If you do not know the answer, do not keep silent but clearly state that you do not know

Comments: