LESSON 16
Useful Phrases and Sentences for Conference Participants

Authors: Ing. Miroslav PÍŠKA, PhD., Associate Professor
piska@fme.vutbr.cz

Ing. Petra CIHLÁŘOVÁ
cihlarova@fme.vutbr.cz

Bc. Michael Lars George HILL
Obsah

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1 Opening a conference:

1. Mr. President, Ladies and Gentlemen . . .
2. It is indeed a pleasure to welcome you to the 10th Conference on . . .
3. On behalf of all who worked so diligently (hard working), I extend a sincere ”welcome” to each of you.
4. I am pleased to extend greetings to all of the participants in this meeting.
5. It gives me great pleasure to declare the session open.
6. At the beginning of this meeting allow me to inform you about . . .
7. I would like to remind you that the members were advised of these proposals in a letter from the General Secretariat dated . . .

2 The Chairman is speaking:

1. As chairman of this session, I have had the opportunity to preview all the papers to be presented.
2. I believe you will find that this session’s program is unique in its . . .
3. This interesting method will be dealt with in two following reports.
4. I will ask Mr. Pain to be good enough to give us a brief introduction.
5. I would like to congratulate Mr. Brown on his excellent report, and I will call upon Mr. Smith . . .
6. Your report has been an excellent introduction to our discussion.
7. This afternoon we are going to discuss the reports . . .
8. The following papers will be discussed . . .
9. I do not expect the discussions to follow absolutely the four parts, into which the reports are divided.
10. In our discussion we should concentrate on the main topic.
11. Thus we can see that we must focus on the central problem.
12. I believe this problem could be discussed in considerable detail
13. I suggest that we now begin the general discussion by hearing the following comment. I will first of all call upon Mr. Nail . . .
14. Thank you. I am sure Mr. Brown will be very interested in your remarks.
15. Thank you, Mr. Vickers. Your remarks were most interesting.
16. I listened to your comments with great interest.
17. I think you have started a very interesting discussion.
18. As chairman of this session I would like to say a few words on the subject of the question Mr. John asked.
19. I think this statement and part of your own experience indicates that . . .
20. I am a little bit confused here, I must admit.
21. I didn’t quite follow that last remark about . . .
22. Could you explain that a little bit?
23. Would you explain in layman’s terms this expression?
24. In other words you say that . . .
25. I understand you cannot give me a definite answer.
26. Have you any other comments to make?
27. Have you any other questions about this problem?
28. Has anyone else anything to say?
29. Thank you, Mr. Hodge, for your statement. Your view is that we appoint Mr. J. Hodge as a representative of our Section.
30. In the interest of saving time I suggest that we appoint Mr. J. Hodge as a representative of our Section.
31. We can therefore consider this point closed, and I will call upon Mr. Cooper . . .
32. I will read you the modified paragraphs of articles 6 and 7.

3 Conference participants are speaking:

1. I am grateful to the subcommittee for this opportunity to express . . .
2. I appreciate the opportunity to present my views on . . .
3. It is the purpose of this report to describe the phenomena . . .
4. It is now my task to begin dealing with question 9. Question 9 on the agenda of this . . .
5. Gentleman, I must apologize in advance for the general character of my comment compared with the very actual problems dealt with by my predecessor.
6. I would like to introduce another factor into our discussion.
7. The discussion up to now has been based upon the mentioned hypothesis.
8. I Don’t know whether I should ask this question or not, but I think . . .
9. I fully agree with the views expressed by you, Mr. Chairman.
10. I am sure that it is quite true.
11. I think Mr. Hodge is quite right in stating that . . .
12. Our experience has been different.
13. This is not surprising, since only the smallest fraction of . . .
14. Mr. Baker has raised the interesting point of whether . . .
15. From what has been said by Mr. McPherson, I think it is indeed . . .
16. I support all that has been said regarding the fact . . .
17. As was indicated in the previous paper . . .
18. It is a wide-spread opinion that . . .
19. At present more attention is focussed on . . .
20. So far as is known . . .
21. It is well known that . . .
22. I would simply like to mention that . . .
23. Allow me to place strong emphasis on . . .
24. I would like to clarify what I mean by . . .
25. The expression 'know-how' in this particular case is meant not only . . .
26. The answer is not a complicated one.
27. This is my first comment. My second point is that according to the report . . .
28. But there is still another question to be considered.
29. Now I come to my second point.
30. Allow me to begin this penultimate, and very important chapter, by quoting . . .
31. This turned out to be a bigger problem than originally expected.
32. Shown in the next slide is . . .
33. The photo (or photograph) presents . . .
34. In Fig. 2 is displayed . . . Shown in Fig. 2 is . . .
35. As may be seen from the diagram . . .
36. It is evident from the curve that . . .
37. This theory offers a satisfactory explanation of these facts.
38. The impression gained from the study of . . .
39. We may assume the obtained data from the study of . . .
40. Even with the most optimistic assumptions . . .
41. There was reason to believe that . . .
42. From this fact follows . . .
43. Let’s attempt to clarify the procedure.
44. We have proceeded from the assumption that . . .
45. Further it was assumed that . . .
46. The analytical methods were preferred . . .
47. This relation has already been discussed before.
48. We have to determine whether these faults can be corrected . . .
49. In this case it would be advisable to . . .
50. But I think it would be difficult to agree that . . .
51. It should be noted that this expression is employed in a different . . .
52. This relation can be computed from the formula . . .
53. From this equation it is quite evident that . . .
54. One can see from this equation that . . .
55. It is obvious from the previous equations that . . .
56. This relation between the two values is illustrated in Fig.1
57. Let me denote the main anode by MA; AA denotes the auxiliary anode.
58. We have succeeded in calculating and explaining . . .
59. This calculation as well as outside investigation proved that . . .
60. As an example let us consider the following case.
61. To cite a single example of application . . .
62. It can easily be shown that . . .
63. Let us consider as another example . . .
64. This result suggests that . . .
65. In the comparison of these results consideration must be given to . . .

66. This opinion is supported by experimental results.

67. Although the research is still in progress, the experimental results appear to be sufficiently significant to be presented immediately.

68. The test results are summarized in Table 1.

69. There is evidence indicating that . . .

70. Our experiments revealed that . . .

71. Our research results have provided support for this view.

72. It has been this investigation which has lead to . . .

73. Further interesting information regarding this problem may be found in Ref. 15.

74. A preliminary report on this study will be published in . . .

75. The findings of this study have been published in a number of articles and papers.

76. In addition I would stress that . . .

77. A number of careful considerations lead to the following conclusion.

78. I do not want to leave the impression that . . .

79. In conclusion, I would just like to say that I am happy to . . .

80. I am afraid, my time has expired.

81. I am absolutely sure we will have trouble with . . .

82. I have attempted to answer both these questions . . .

83. It is too early to determine whether our experience . . .

84. At point after point this study confirms what has long been suspected.

85. In my lecture I have mentioned only the most important . . .

86. I do not think, there is any need for me to prolong this report.

87. It only remains for me to say that . . .

88. I wish the speaker would confine himself to the subject of his paper (criticism).

4 Closing a conference:

1. I will now give a brief resume of the main problems dealt with at this session.

2. In summary it may be said that . . .

3. In conclusion of this discussion it my be said that . . .

4. I think we can end the discussion on this point if you agree.

5. If no one else wishes to say anything, I think I can close this general discussion. Thank you, ladies and gentlemen.

6. Thank you very much for all contributions, your attention and discussion. The conference continues with an evening programme at 8p.m. in the Hall. I hope to meet you all soon.

7. Meanwhile, enjoy your stay here.

5 What do you think about it?
1. In my opinion,
2. As far as I know,
3. As far as I am concerned, probable/improbable.
4. As far as I can say, right.
5. Actually, wrong.
6. In fact, very true.
7. I should say that, quite correct/incorrect.
8. As far as I can see, its hardly fair/unfair.
9. If you ask me, far from suitable/unsuitable.
10. To tell the truth . . . entirely feasible.
11. I rather think that . . . perfectly possible/impossible.
12. I must say that, certain/uncertain.
13. I dont think that, necessary/unnecessary.
14. I suppose that,
15. As a matter of fact,
6 References


[21] Prospects, news, technical journals of Sandvik Coromant, Kennametal, Widia, Iscar, Emuge-Franken, etc.