

**Toulouse Purpan medical school
Congress: Who does what?**

Chairperson	Speaker
1-Opens the session 2-Introduces the speaker 3-Calls for time 4-Thanks 5-Invites questions 6-Closes the session	1-Starts the presentation 2-Introduces the subject 3-Presents the works 4-Concludes and thanks 5-Answers questions
Useful phrases for the chair	Useful phrases for the speaker
Can we start please? /Ladies & gentlemen I think we should begin We have 2 speakers, the 1st one... Now, it's my pleasure to introduce ... It's a great honour to welcome... We have 5 minutes left You have no time left, I'm afraid we'll have to skip the questions We have to move on to the next speaker Thank you very much for this interesting lecture (talk) The paper is open to questions now Are there any comments? The session is closed now. We can thank all the lecturers for their very interesting contributions	Thank you Mr Chair / Madam Chair I'm going to talk of... The aim of my presentation today... I'd like to give a presentation... graph curve bar chart pie-chart Let me show you It's interesting to see I want to concentrate on in our particular case You do need to know What emerges from this You must be aware of... So, to summarize ... Thank you for your attention.
Question session: Asking for opinion	Question session: Giving opinion
What's your opinion about that? How do you view the problem, Jim? What are your views...? What about you? Any reaction to that? What would you suggest?	It seems to me that ... I'm convinced that ... In my opinion... As far as I'm concerned To quote an example
Agreeing	Disagreeing
I quite agree Yes, definitely! Sure! Absolutely! Exactly! The point you made is quite relevant. You're right here! I see eye to eye with you I'm entirely of this opinion	Very politely: Well, I agree up to a certain point, but.../ I'm sorry but I don't share this view Politely: Well, I don't see the problem that way Well, we'll have to agree to disagree... Less politely: I'm far from convinced that ... I disagree / I wouldn't say that Very rudely: I think you're wrong (to be avoided!) Mind the words & phrases you use as well as the tone of your voice

- Remember to keep eye contact and mind your body language
- Turn to the people in front of you, not to the screen
- Never speak looking at the screen
- Reading, looking at notes or at screen hinders communication
- Talk to the people in front of you, don't just talk!
- Your aim is to communicate, be enthusiastic!