



# 国际会议英语概论

戴世强

<http://blog.lehu.shu.edu.cn/sqdai/>

上海市应用数学和力学研究所  
上海大学  
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## 国际学术会议的作用：

- ◆ 促进国内外的学术交流
- ◆ 彼此了解最新的科研动态



## 参加国际学术会议的态度：

- ◆ 积极主动；
- ◆ 虚心向学；
- ◆ 不卑不亢；
- ◆ 广交朋友。



## 国际学术会议表述的风格：

- ◆ 信：严谨朴实；
- ◆ 达：通顺流畅；
- ◆ 雅：简洁生动；
- ◆ 美：图文并茂。



## 国际学术会议表述的要领：

- ◆ 细致筹划，精心准备；
- ◆ 充满自信，态度从容；
- ◆ 详略有致，条理清晰；
- ◆ 摒弃细节，抓住要点；
- ◆ 用词精当，表述准确；
- ◆ 面向听众，声若洪钟；
- ◆ 谦恭有礼，对答如流。





## 国际学术会议表述的忌讳：

- ◆ 仓促上阵，底气不足；
- ◆ 畏首畏尾，缺乏自信；
- ◆ 平铺直叙，脉络不清；
- ◆ 抓了芝麻，丢了西瓜；
- ◆ 词不达意，表述朦胧；
- ◆ 照本宣科，背对听众；
- ◆ 疏忽礼节，一问三不知。



## 国际学术会议ppt稿的准备:

- ◆篇幅: ppt文件的页数~演讲分钟数;
- ◆字数: 每页一般不超过30个词;
- ◆字体: 一般不小于28号;
- ◆内容: 尽可能用图表, 少用公式;
- ◆文字: 杜绝语法、拼写错误;
- ◆附录: 10页之内, 在回答问题时用;
- ◆禁忌: 蝇头小字; 通篇公式。





### 国际会议表述种类：

- ◆ 大会报告（40－60分钟）；
- ◆ 分大会报告（30－50分钟）；
- ◆ 微型研讨会报告（20－30分钟）；\*
- ◆ 分组报告（10－20分钟）；\*\*
- ◆ 大字报；
- ◆ 会外研讨。



### 演讲的组成部分：

- 1) 开场白——打招呼，自我介绍，客套；
- 2) 引言——缘起，思路，方法；
- 3) 论述——理论或实验过程描述；
- 4) 分析——陈述、剖析结果；
- 5) 结论——总结性叙述；
- 6) 示谢——感谢听众。



### 1) 开场白

#### 招呼用语:

- ◆ **Mr. Chairman, Ladies and Gentlemen**
- ◆ **Mr. Chairman, Distinguished  
Colleagues, Ladies and Gentlemen**
- ◆ **Prof. A, Ladies and Gentlemen**
- ◆ **Good morning, everyone**
- ◆ **Good afternoon, everyone**



### 1) 开场白

感谢主席或自我介绍:

- ◆ Thank you very much, Professor **A**, for your kind introduction.
- ◆ Thank you, Mr. Chairman, for your gracious introduction.
- ◆ My name is **B**, from **C**. The title of my presentation is **D**.
- ◆ I am **B** from **C**. The topic of my paper is (about) **D**.



### 1) 开场白

#### 社交辞令:

- ◆ I am **delighted** [honored, privileged, proud, happy, ...] to be here (with you this morning).
- ◆ I am honored to have the chance to address you on this special occasion.
- ◆ It's a great pleasure for me to be here.
- ◆ I appreciate the opportunity to be here to attend this **mini-symposium** [session].



### 1) 开场白

勾画轮廓(显示提纲、目录)：

- ◆ I am going to give this talk in four parts.  
First..., Second..., Third..., Finally...
- ◆ The outline of my talk is as follows.
- ◆ My presentation will be divided into the following three parts.
- ◆ I would like to divide my talk into three parts: 1)background of ...; 2) recent results and analysis; 3)conclusions.





### 2) 引言

点明主题:

- ◆ **Today I would like to talk to you about some of our work in the field of ...**
  - 1.[to give a talk on ...];**
  - 2.[to devote this talk to ...] ;**
  - 3.[to present the results of ...];**
  - 4.[to provide a brief overview of the major findings in this area. After that, I want to describe some of our recent results on ... ];**
  - 5.[to have an overview picture of our recent work on...].**



### 2) 引言

#### 点明主题:

- ◆ **My discussion today on XXX will try to summarize its complex nature and to present some of our new findings.**
- ◆ **My point this morning will be to illustrate ...**
- ◆ **My purpose today is to make a general comment on recent progress in study of ... and to give some new results on...**



### 2) 引言

#### 点明主题:

- ◆ My topic today will deal with one of the most serious problems we are facing...
- ◆ The paper I'm going to present today will describe some of the important aspects in this area.
- ◆ It is my intention this afternoon to summarize some recent advances in ... and what's going on **at** ... [**in**...].



### 2) 引言

#### 阐释背景:

- ◆ **The motivation of this work is like this.**
- ◆ **XXX has found its wide application in various fields of science and technology.**
- ◆ **I think it would be best to start out by making some general comments on previous work in this area.**
- ◆ **I would like to preface my remarks with a brief description of advances in...**



### 2) 引言

#### 阐释背景:

- ◆ **To begin with, we have to consider the recent progress in this field.**
- ◆ **I want to make some comments on the topic. First, briefly review some basic concepts. Second, describe the state-of-the-art development of the subject. The last comment relates to the open problems in this area.**



### 2) 引言

#### 说明思路:

- ◆ The basic idea in our work can be elucidated as follows.
- ◆ Based on previous work, we developed a new **technique** [method, algorithm, experimental device, numerical model...] in [for]...
- ◆ To obtain meaningful results, we **constructed** [established, put forward] a **physical** [mathematical] model with...





### 2) 引言

说明思路:

- ◆ To give the **analytical** [**numerical**] results, we make the following **assumptions** [**hypotheses**] and use the **methods** [**theorems**] of...
- ◆ The main procedure of **experiments** [**computations, derivation, deduction...**] could be described as follows.



### 2) 引言

#### 简介结果:

- ◆ **With the above-mentioned methods, we have the following new findings.**
- ◆ **Simulated results shows a fairly good agreement with experimental data.**
- ◆ **The numerical results verified the effectiveness of the presented model.**



### 3) 论述

#### 展开论述:

- ◆ Now I will give the mathematical formulation of the studied problem.
- ◆ The sketch of the configuration is like this.
- ◆ The governing equations [boundary conditions, initial conditions,...] are...
- ◆ I'd like to give a brief description of the mathematical model we established.



### 3) 论述

#### 展开论述:

- ◆ **Now I will give a simple introduction to the experimental set-up.**
- ◆ **The system consists of three parts...**
- ◆ **Experiments were conducted at XXX.**
- ◆ **The main procedure of experiments is as follows.**
- ◆ **We have paid special attention to data processing...**



### 3) 论述

#### 详细描述:

- ◆ Let me make two remarks in detail. First of all, I'd like to describe the **experimental [theoretical, numerical...]** methods. The second remark is its application to the studied problem.
- ◆ I'd like to go into some detail on this question.
- ◆ Let us consider some of these factors in more detail.



### 3) 论述

#### 详细描述:

- ◆ We will discuss this matter in a little detail as we go on.
- ◆ Since this problem is very important to us. I'd like to spend some time describing it in greater detail.
- ◆ I'd like to discuss this issue at length.
- ◆ I'd like to address myself to the most important aspects of the treatment...





### 3) 论述

#### 简略描述:

- ◆ **In the interest of time, [In the interest of brevity, For the sake of time, Because of the time limitation,...] I won't go into details on this subject [I won't enter into details on this topic].**
- ◆ **I don't feel that I should spend too much time giving the detail of...**
- ◆ **I'd like to offer s short description of...**



### 3) 论述

#### 简略描述:

- ◆ I'd just like to go through these various issues rapidly.
- ◆ Due to the limitation of the schedule, I will consider these interesting points very briefly.
- ◆ Let's go over these points very quickly.
- ◆ Let me touch on this topic briefly.
- ◆ There is one more issue I'd like to touch upon.



### 4) 分析

结果陈述（借助于图表、公式）：

- ◆ Through the above **analysis** [**simulation, experiment**], we have the following **results** [**findings**].
- ◆ We show the **simulation** [numerical, theoretical, experimental] results in the **figures...** [ **lists...**].
- ◆ We give the comparison between numerical and experimental results in **Figure 1**.



### 4) 分析

#### 结果陈述:

- ◆ **The relation between A and B is presented here.**
- ◆ **With these figures, we exhibit the dependence of A on B.**
- ◆ **From this figure we can clearly see the effects of A on B.**
- ◆ **From the above deduction, we have the main theorem in this study.**



### 4) 分析

#### 结果分析:

- ◆ From these figures, we can see that the obtained numerical results **agree well with** [are in good agreement with, accords with, are consistent with ]the experimental data.
- ◆ From these curves, we can **conclude** [reach the conclusion] that with increasing A, B decreases.



### 4) 分析

#### 结果分析:

- ◆ From this figure we find some discrepancies between theory and experiments, which might come from...
- ◆ With these results, we witness the crucial role played by multiple scales.
- ◆ We have confirmed the tendency of the variation of  $A$  observed in previous experiments.





### 5) 结论

#### 结论陈述:

- ◆ I would like to conclude with a few of remarks on this problem.
- ◆ Allow me to conclude by listing the following points.
- ◆ Let me conclude by making an observation concerning...
- ◆ In conclusion, I would like to indicate the following points.



### 5) 结论

#### 结论陈述:

- ◆ I would like to close by saying that...
- ◆ In closing, I would like to comment on the application of this theory.
- ◆ I would like to close my speech by a few words.
- ◆ Now, I'd like to sum up the results of this investigation.
- ◆ To summarize my talk, the presented model is realistic and effective in use.



### 5) 结论

#### 展望未来:

- ◆ **Finally, I must say a few words about the perspective of the studied issue.**
- ◆ **XXX is still an open problem.**
- ◆ **The problem on XXX is needed to be solved in future study.**
- ◆ **The method presented here could be generalized to the case...**



### 6) 示谢

感谢听众:

- ◆ Thank you for your **attention** [endurance, patience,...].
- ◆ I want to thank you for your **attention** [endurance, patience,...].
- ◆ Once again I would like to thank you for the opportunity of talking to you on the subject.



### 起转承合的技巧

#### (1) 转移话题:

- ◆ The next point I'd like to bring up has to do with...
- ◆ We'll move on to the next problem of this topic.
- ◆ Now let me turn to another question.
- ◆ Turning to the other question, I'd like to talk about the time evolution of the variable.



### 起转承合的技巧

#### (1) 转移话题:

- ◆ I'd like to shift to another issue.
- ◆ I'd like to turn our attention now to the next problem.
- ◆ Let us move on to another problem.
- ◆ I shall now switch over to the subject of...
- ◆ Time brings me to my second point.
- ◆ Now, let's look at the other side of the coin.



### 起转承合的技巧

#### (2) 转回主题:

- ◆ I'd like to return to our **main objective** [question; original issue].
- ◆ Let's get back to what we consider important.
- ◆ I'd like to refer again to the problem mentioned at the beginning.
- ◆ This brings me back to the question raised at the beginning of my talk.



### 起转承合的技巧

#### (3) 预告重点:

- ◆ I am going to say much more about the intrinsic mechanism for the phenomenon.
- ◆ I'll restrict myself to the results of our observation on...
- ◆ I'd like to confine myself to one particular facet of these.
- ◆ I'll spend a few minutes revealing the truth behind the phenomena.





### 起转承合的技巧

#### (4) 反复强调:

- ◆ **This is the only way, and I repeat “the only way” to get correct results.**
- ◆ **I believe that my opinions present a viewpoint which may be reasonable and which may be valuable.**
- ◆ **It is this factor that influences the whole process.**
- ◆ **Only in this fashion can we reach the conclusion...**



### 起转承合的技巧

#### (5) 平滑过渡:

适当利用短语实现顺滑衔接:

- ◆ 例证: for example, for instance, to illustrate, more specifically
- ◆ 比照: similarly, in the same way, in contrast, on the contrary, in spite of
- ◆ 附加: in addition, what's more
- ◆ 结果: as a result, consequently
- ◆ 理由: for this purpose, on account of



### 1) 提出问题

#### 直接提问:

- ◆ I would like to ask Dr. A a question.
- ◆ Dr. A, may I ask you 3 questions?
- ◆ I'd like to **address** [**raise, put**] 2 questions to Dr A.
- ◆ I have a question about the experimental method.
- ◆ A question for Dr A. Have you tried another technique?



### 1) 提出问题

#### 直接提问:

- ◆ **There are several questions I've wanted to ask.**
- ◆ **I'd like to ask, is it a suitable method for determining...?**
- ◆ **I'd like to ask Dr A how he would explain this phenomenon.**
- ◆ **I'd like to ask Dr A why she objects to using this method.**



### 1) 提出问题

#### 间接提问:

- ◆ **Dr A, I wonder if you would explain...**
- ◆ **I wonder if you could elaborate on that.**
- ◆ **I am wondering if you have ever read that paper.**
- ◆ **I'd like to ask Dr A if he could explain the reason more clearly.**
- ◆ **I'd like to hear a little more about the conclusion.**



### 1) 提出问题

#### 间接提问:

- ◆ I am anxious to know Professor A's recommendations for the new software.
- ◆ I would be interested in hearing other views from Dr A.
- ◆ I'd be glad to know if the algorithm will work well for other problems.
- ◆ I don't know whether anyone else here has had experience with this problem.



### 1) 提出问题

#### 询问原因:

- ◆ What is the cause of the time delay?
- ◆ Is there any reason to believe that the new **method** [**model**] is more effective?
- ◆ Can you give us the reason for your statement?
- ◆ Could you tell us why?
- ◆ How do you account for the difference between your theory and others?



### 1) 提出问题

#### 询问区别:

- ◆ **Can you make a distinction between the two principles?**
- ◆ **How do you distinguish good algorithms from the bad ones?**
- ◆ **How do your results compare with those of Dr A?**
- ◆ **Do you note any difference in scales between the two phenomena?**





### 1) 提出问题

询问关系:

- ◆ **Can tell us the relation between these two phenomena?**
- ◆ **Do you think there is any correlation between A and B?**
- ◆ **How does A correlate with B?**
- ◆ **Do you see any relation between A and B?**



### 2) 提出请求

请求提出证据:

- ◆ Is there any evidence that A depends on B?
- ◆ Do you have any spectrum evidence for the structure?
- ◆ What is your evidence for your theory?
- ◆ Do you have any data on the results?



### 2) 提出要求

请求提供信息:

- ◆ Do you have any more information on recent progress in this field?
- ◆ Is there any statistical information concerning?
- ◆ I wonder if you would mind telling me how successfully the research was.
- ◆ I'd like to ask what the nanometer carbon tube looks like.



### 2) 提出请求

请求充分阐释:

- ◆ Do you have any further explanation for this difference ?
- ◆ Could you offer some explanation of how the device works?
- ◆ I wonder if you would clarify this point.
- ◆ Would you enlighten us a bit more on the mechanism of...?
- ◆ Could you detail your procedure of ...?



### 2) 提出请求

请求作出评论:

- ◆ I wonder if I could ask you to comment on it a little further.
- ◆ Would you **be so kind to** [care to, please] comment on this?
- ◆ I would particularly like to hear a comment about this point.
- ◆ May I ask you to give us your opinion about the application of the theory?



### 2) 提出请求

请求作出评论:

- ◆ I'd like to have your view on this topic.
- ◆ What, in your opinion, is the most important step in this procedure?
- ◆ Do you have any idea about A?
- ◆ Do you think Dr A is right?
- ◆ Do you have any speculation about the reason?



### 3) 回答问题

#### 积极的回答:

- ◆ A good question. I'd be delighted to answer.
- ◆ I'd like to respond to that question briefly.
- ◆ Let me first reply rapidly to the first question.
- ◆ May I answer your second question first?



### 3) 回答问题

#### 积极的回答:

- ◆ In answer the second question, I would say that it is a good idea.
- ◆ The simplest answer to your question would be that we concluded based on the experimental observations.
- ◆ Let me try to answer these questions one by one.
- ◆ I think I can answer this question simply.





### 3) 回答问题

#### 不完全回答:

- ◆ I can only **provide** [**have**] a partial answer to that question.
- ◆ In partial answer Dr A's question, it may be relevant to indicate that we are studying on the problem.



### 3) 回答问题

#### 消极的回答:

- ◆ I (**really, am afraid, just**) don't know.
- ◆ I'm sorry, but I don't know.
- ◆ I don't know exactly yet.
- ◆ I don't know **how to do that [enough about that, of any such studies]**.
- ◆ I don't know about the availability of this material.
- ◆ I know very little about it.



### 3) 回答问题

#### 消极的回答:

- ◆ I'm not sure.
- ◆ I'm not sure of the answer [I can answer the question, whether it is necessary, I understand what you mean].
- ◆ I'm afraid I cannot answer your question.
- ◆ I'm afraid I cannot give you a precise answer.
- ◆ I can't answer your question accurately right now.



### 3) 回答问题

#### 关于证据:

- ◆ I do have some evidence to support the mechanism. ...
- ◆ I have sufficient data on this point.
- ◆ I can give you some quantitative evidence to explain this.
- ◆ I don't have any data available to answer your question.
- ◆ I have no idea about it.



### 3) 回答问题

关于信息:

- ◆ I have some information regarding your question. I'll give you later.
- ◆ I can offer some experimental information on this.
- ◆ I do not have any exact information on it.
- ◆ I think it is regrettable there is little information on the subject.



### 3) 回答问题

关于阐释:

- ◆ I'd like to give further explanation for it. ...
- ◆ I do not have any explanation for...
- ◆ I know of no good explanation for the phenomenon.



### 3) 回答问题

#### 对问题的评价:

- ◆ **That's a good [a pertinent, a big, a crucial, a valid, an important, an interesting, an excellent, a difficult, a complicated, a difficult, a sophisticated, a tough, a hard] question**
- ◆ **That is a good question, but a complicated one to answer.**
- ◆ **I appreciate the question.**



### 3) 回答问题

#### 对问题的评价:

- ◆ I think that your question is really to the point.
- ◆ I'm delighted you put the question to me.
- ◆ Thank you for asking that question.
- ◆ If I understand your question correctly, I can say that the conclusion is right.





### 3) 回答问题

征求回音:

- ◆ Does that answer your question?
- ◆ Did I answer you satisfactorily?
- ◆ Is this you wanted me to answer?



### 4) 讨论发言

表示同意:

- ◆ I agree.
- ◆ I agree with you (**on your last statement, about the analysis, on that point,...**).
- ◆ I agree to your idea [your opinion, your suggestion].
- ◆ I agree to discuss with you on that point.
- ◆ Your counterproposal is agreeable to us.
- ◆ I am in complete agreement with you.



### 4) 讨论发言

表示同意:

- ◆ I accept this criticism entirely.
- ◆ I concur with his opinion.
- ◆ I share your **comments** [**opinion**] about A.
- ◆ I don't disagree with you.
- ◆ I am not in disagreement with you on this point.
- ◆ I have no objection to...



### 4) 讨论发言

表示支持:

- ◆ I am in favor of the principles of yours.
- ◆ I favor this mathematical formulation.
- ◆ I'd like to support Dr A's remarks.
- ◆ I'd like to present additional information in support of Dr A's observations.
- ◆ I'd like to endorse Dr A/s views about...
- ◆ I want to defend Dr A.
- ◆ I'd like to reinforce Dr A's remarks about..



### 4) 讨论发言

表示反对:

- ◆ I disagree with **you** [**that comment**].
- ◆ I'm sorry, but I must disagree with Dr A there.
- ◆ I have a slight disagreement with you on the matter of...
- ◆ I am in disagreement with you about the explanation.
- ◆ I differ with you on the matter.



### 4) 讨论发言

表示反对:

- ◆ You may be right, but I view it a little differently.
- ◆ I respect your opinion, but I think otherwise.
- ◆ The difference between our opinions is too wide to be easily changed.
- ◆ I don't agree with that idea.
- ◆ I can't say that I agree.



### 4) 讨论发言

表示反对:

- ◆ I would be opposed to that hypothesis.
- ◆ I strongly oppose that plan.
- ◆ I would speak in opposition to Dr A's proposal.
- ◆ I would object to Dr A's statement.
- ◆ I'd like to raise an objection to his idea.
- ◆ I'd like to take issue with some of his idea.



### 1) 会议开始

表示欢迎:

- ◆ **Good morning, Ladies and Gentlemen, I'd like to welcome you all to Session 1.**
- ◆ **It is a great pleasure for me to welcome you to this session.**
- ◆ **I bid a warm welcome to all gathered here to attend this mini-symposium.**
- ◆ **I would like to open our session.**
- ◆ **I think it's time to begin the session.**





### 1) 会议开始

#### 自我介绍:

- ◆ **I am Dr A from Shanghai University, China, and I am going to be the chair for this afternoon's session.**
- ◆ **My name is A. I am the Deputy Director of SIAMM and will chair this session with Professor B.**
- ◆ **Let me introduce myself. I am Dr A from B. It is a privilege for me to chair this session.**



### 1) 会议开始

#### 介绍共同主席：

- ◆ **Let me introduce myself. I am Dr A from B and the chair of this session. My cochairman is Professor C, from D.**
- ◆ **I am Dr A from B. It is a great pleasure for me to share the chairmanship with Professor C, from D.**
- ◆ **I am Dr A from B. I would like to introduce my cochairman, Professor C from D.**



### 1) 会议开始

#### 介绍议题:

- ◆ **The purpose of our session is to discuss the application of new experimental techniques.**
- ◆ **The aim of this session is to review the present state of ...**
- ◆ **First of all, let me outline what we intend to do here this morning.**
- ◆ **Our purpose of holding this session is to investigate...**



### 1) 会议开始

#### 介绍报告规则:

- ◆ We have some basic rules. The speakers are going to speak for 12 minutes. At the end of each presentation, there will be a 3-minute discussion period.
- ◆ First of all, I would like to remind you of ground rules. As we know, the 12-minute papers will be followed by 3 minutes of discussion each.



### 2) 进入报告程序

#### 介绍报告人:

- ◆ It gives me great pleasure to introduce our first speaker. Dr C is a professor at D University. He got his Ph D in 1994 and his academic interest includes....  
The title of his presentation today is...
- ◆ The last paper on the program will be read by Dr E from F, and it is under the title....



### 2) 进入报告程序

#### 介绍报告人:

- ◆ I'd like to start off by inviting Dr C from D, who is a professor of mechanics, to give the opening paper.
- ◆ The next presentation will be made by Professor E from F, whom you all know very well. Professor E, please.
- ◆ The third speaker will be Dr G, professor of mathematics, H University. She will be speaking to us on...



### 2) 进入报告程序

控制进程:

- ◆ **Let's keep on schedule and go ahead to the fourth paper.**
- ◆ **We'll then go on with the last paper.**
- ◆ **Well, I am sure we could discuss longer, but unfortunately time is up. Thank you very much, Dr A. Our next speaker is Dr C.**
- ◆ **Sorry, we don't have any time for questions, so we have to proceed to the next paper.**



### 2) 进入报告程序

#### 组织讨论:

- ◆ **The paper presented by Dr A is now open for discussion.**
- ◆ **The interesting presentation is now open for questions and comments from the floor.**
- ◆ **I'd like to ask for a lively discussion.**
- ◆ **Any more questions and comments?**





### 2) 进入报告程序

#### 组织讨论:

- ◆ Are there any questions or comments from the floor regarding Dr A's paper.
- ◆ Is there any specific question you would like to address to Dr A?
- ◆ I hope the audience will participate in the discussion by raising their hands.
- ◆ Does anyone else want to comment on this very interesting subject.



### 2) 进入报告程序

向报告人示谢:

- ◆ **Thank you very much, Dr A, for an excellent presentation[ for your wonderful description of this difficult subject, for presenting an interesting analysis of ...].**
- ◆ **Thank you once again for your excellent explanation.**



### 3) 安排暂停

#### Coffee break:

- ◆ We are now going to a 15-minute break.
- ◆ Let's take a 20-minute coffee break.
- ◆ The session will now recess for a coffee break.
- ◆ I'd like to declare a 15-minute recess.



### 4) 宣布休会

- ◆ **We have come to the end of our session.**
- ◆ **We will now close the session. Thank you.**
- ◆ **I declare the session closed.**



- ◆ 参加国际会议是绝好的锻炼机会、学习机会；
- ◆ 认真参与将使自己的综合实力大幅度增长；
- ◆ 国际会议英语不难掌握，只要认真学习实践；
- ◆ 边干边学边总结是成功之路。





谢谢关注!

