



**LANGUAGE
CENTRE**
Masaryk University

General and academic vocabulary





What types of essays/writing do you need to write during your studies?

Useful words in academic context (I)

- Practice after the recording:
- academic /,ækə'demɪk/
- audience /'ɔ:diəns/
- biodata /'baɪəʊ,deɪtə/
- concept /'kɒnsept/
- clarification /,klærəfɪ'keɪʃ(ə)n/
- *to clarify* /'klærəfaɪ/
- discipline /'dɪsəplɪn/
- education /,edʒʊ'keɪʃ(ə)n/
- *to focus on* /'fəʊkəs/
- *to highlight* /'haɪ,laɪt/

Useful words in academic context (II)

- introduction /,ɪntrə'dʌkʃ(ə)n/
- *to* introduce /,ɪntrə'dju:s/
- lecture /'lektʃə(r)/
- lecturer /'lektʃərə(r)/
- limitation /,lɪmɪ'teɪʃ(ə)n/
- interaction /,ɪntər'ækʃ(ə)n/
- *to* navigate /'nævɪgeɪt/
- overview /'əʊvə(r),vju:z/
- *to* present /prɪ'zent/
- presentation /,prez(ə)n'teɪʃ(ə)n/
- pronunciation /prə,nʌnsi'eɪʃ(ə)n/

Useful words in academic context (III)

- qualitative /'kwɒlɪtətɪv/
- quantitative /'kwɒntɪtətɪv/
- rationale /,ræʃə'nɑ:l/
- *to* reflect on /rɪ'flekt/
- reflection /rɪ'flekʃ(ə)n/
- (*to*) research /rɪ'sɜ:(r)tʃ/
- researcher /rɪ'sɜ:(r)tʃə(r)/
- *to* signpost /'saɪn,pəʊst/
- signposting /'saɪn,pəʊstɪŋ/

Signposting phrases: Guiding your readers/audience

Section of presentation Signpost phrases

| | |
|------------------------------------|---|
| Introducing the topic | The subject/topic of my talk is ... |
| | I'm going to talk about ... |
| | My topic today is... / My talk is concerned with ... |
| Overview (outline of presentation) | I'm going to divide this talk into four parts. |
| | There are a number of points I'd like to make. |
| | Basically/ Briefly, I have three things to say. |
| | I'd like to begin/start by ... / Let's begin/start by ... |
| | First of all, I'll... |
| | ... and then I'll go on to ... |
| | Then/ Next ... |
| Finally/ Lastly ... | |
| Finishing a section | That's all I have to say about... |
| | We've looked at... |
| | So much for... |

Signposting phrases (II)

| | |
|--|---|
| Starting a new section | <p>Moving on now to ... / Turning to... / Let's turn now to ...</p> <p>The next issue/topic/area I'd like to focus on ...</p> <p>I'd like to expand/elaborate on ...</p> <p>Now we'll move on to...</p> <p>I'd like now to discuss...</p> <p>Let's look now at...</p> |
| Analysing a point and giving recommendations | <p>Where does that lead us?</p> <p>Let's consider this in more detail...</p> <p>What does this mean for...?</p> <p>Translated into real terms...</p> <p>Why is this important?</p> <p>The significance of this is...</p> |
| Giving examples | <p>For example,...</p> <p>A good example of this is...</p> <p>As an illustration,...</p> <p>To give you an example,...</p> <p>To illustrate this point...</p> |

Signposting phrases (III)

Summarising and concluding

To sum up / To summarise...
 Let's summarise briefly what we've looked at...
 If I can just sum up the main points...
 Finally, let me remind you of some of the issues we've covered...
 To conclude... / In conclusion / In short ...
 So, to remind you of what I've covered in this talk, ...
 I'd like now to recap...

Paraphrasing and clarifying

Simply put...
 In other words.....
 So what I'm saying is....
 To put it another way....

Invitation to discuss / ask questions

I'm happy to answer any queries/ questions.
 Does anyone have any questions or comments?
 Please feel free to ask questions.
 If you would like me to elaborate on any point, please ask.
 Would you like to ask any questions?

Applying the words in real context

- Imagine you are an expert in an area of your field of study. Prepare a short introduction to a lecture about a specific aspect of your field that you may give to an audience interested in the topic. Remember to introduce yourself, mention your area of expertise, the topic you are going to talk about, why that should be interesting to know about, any limitations the topic is facing. Use some of the signposting language from the previous slides.

Useful phrases for academic discussions

- **Agreeing with an opinion**
- I (quite) agree.
- I agree completely/entirely.
- I couldn't agree (with you) more.
- You're quite right.
- That's exactly what I mean.
- I'm in favor of what you've been saying.
- There is no doubt about that.
- That's exactly how I feel.
- That's a very good point.

Useful phrases: Polite disagreement

- I disagree (with you), I'm afraid.
- No, I really can't agree, I'm afraid.
- I'm not so certain if that's true/correct
- That's one way of looking at it, but...
- I cannot share that view.
- I have my reservations about that.
- I am not sure I agree with you.
- It's not as simple as it seems.
- That's not always the case.
- I don't think so.
- I don't think you're right/that's right.
- Are you seriously suggesting that ...?

Useful phrases: Tentative agreement

- I agree up to a certain point, but
- Yes, but on the other hand
- I don't think it's as simple as that
- Yes, but there's also another aspect to consider
- I see what you mean, but I think that's not the whole story.

Useful phrases: Strong disagreement

- I doubt that very much. I think you got that wrong.
- You're contradicting yourself.
- You can't be serious! It's not like that at all!
- I'm afraid, I don't think you quite understand.
- Surely you're not serious, are you?
- You can't be serious! Oh, come on, think about what you've just said!

Useful phrases: Referring to sources

- According to Jones,..
- The major opponents argue that...
- Professor Smith goes on to say that..
- Walsh believes that...
- What Perez is suggesting is...
- What Purpura seems to be arguing for is...

Useful phrases: Checking and confirming

- So, by (x) do you mean (y), or...?
- In other words, you are defining (x) as...
- If I understood you correctly, you are saying that...
- Could you explain to me?
- What do you mean by that?
- I didn't quite get that.
- Excuse me, did you say that?
- Are you saying that?
- I just don't see why/what/how
- I don't really understand?

Useful phrases: Interrupting and linking

- Sorry, can I just interrupt you there?
- Can I ask something?
- May I add something?

Useful phrases: Asking for or about opinion

- What do you think about/of?
- Could you tell me?
- Do you think/feel?
- How do you feel about?
- What's your opinion about ...?
- May I ask you?



Useful phrases: Giving an explanation

- Just let me explain
- The reason for this is
- What I mean is

Useful phrases: Giving an opinion

- In my opinion/view
- As far as I can see/I'm concerned
- First of all/To start with, I'd like to point out
- The point I'm trying to make is
- The way/As I see it
- My view/point of view is that

Applying the phrases in your discussion

- ***Choose one of the topics below and carry out a short discussion with your peers using the expressions you have marked as useful to learn.***
- Young people should pay for tertiary education.
- The ideal age of retirement.
- Universities should adopt English proficiency tests as a graduation requirement.

Do's in academic discussions (1)

- **Respect the contribution of other speakers.** Speak pleasantly to all members of the group.
- **Listen well** to the ideas of other speakers; you will learn something.
- **Acknowledge** what you find interesting.
- Remember that **a discussion is not a fight.** Learn to disagree politely.
- **Respect differing views.** Those who hold them are not necessarily wrong.
- **Think about your contribution before you speak.** How best can you contribute to the topic?
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Do's in academic discussions (2)

- **Try to stick to the discussion topic.** Don't introduce irrelevant information. If the discussion does digress, bring it back on topic by saying something like 'Just a final point about the last topic before we move on' or 'that's an interesting point, can we come back to that later?'
- **Be aware of your body language.** Keep it open and friendly. Avoid gestures that appear aggressive.
- **Speak clearly.** Don't whisper; even if you're feeling uncertain about your ideas or language.

Don'ts in academic discussions (1)

- **Don't take offence if another speaker disagrees with you.** Putting forward different points of view is an important part of any discussion. Others may disagree with your ideas, and they are entitled to do so.
- **Never** try to intimidate or insult another speaker or ridicule the contribution of others.
- Don't use comments like 'that's stupid' or 'you're wrong'. Learn to disagree and argue appropriately.
- Take care to use a **moderate tone of voice**. If you sound angry or aggressive others will not want to listen .

Don'ts in academic discussions

- If you are a confident speaker, **try not to dominate the discussion**. Pause to allow quieter students a chance to contribute.
- Avoid **drawing too much on personal experience** or anecdote. Although some tutors encourage students to reflect on their own experience, remember not to generalise too much.
- **Don't interrupt** or talk over another speaker. Let them finish their point before you start. Listening to others earns you the right to be heard.



Panel discussion

- Now go back to Sample 5 and listen again. Decide how speakers present their different opinions.