

研究生 实用英语教程

Contemporary Practical English Course
for Non-English Major
Graduate Students

乔爱玲 主编
冯艳荣

教师用书



北京大学出版社
PEKING UNIVERSITY PRESS

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前 言

P R E F A C E

随着当前大、中、小学英语教学改革一条龙的逐步实现以及非英语专业研究生入校时英语水平的日益提高，非英语专业研究生的教学目标已由 General English 逐渐向 Practical English 方向过渡，即更加注重英语教学的实用性和技能性培养。为了顺应这一变化，同时也为了与大学英语教学改革顺利接轨，特别编写了《研究生实用英语教程》(Contemporary Practical English Course for Non-English Major Graduate Students)。该教程是以国家教育部审定批准的非英语专业研究生英语教学大纲为依据，结合当前英语教学改革现状与非英语专业研究生的特殊需求以及社会对非英语专业研究生的实际需要编写而成。

《研究生实用英语教程》由两个分册构成。第一分册教学内容侧重学业与职业知识，第二分册教学内容侧重生活和社交方面知识。教材使用者可根据自己的需要选择使用。

本教程的设计吸收了我国长期研究生英语教学和教材编写中积累的丰富经验，同时还采纳了国外的先进教学理论和方法，在继承中有所创新和突破。

本教程的选材特点是注重知识性、实用性和技能性，旨在使学生通过语言知识和信息知识的获取来培养他们的语言实际应用能力、主动获取信息的能力、创新性思维能力、准确的判断能力和较强的思辨能力。

本教程每册共含有 8 个单元，每个单元由 7 个部分组成，分别为 General Information, Visual, Listening & Practice, Text, Further Reading Practice, Writing Skills and Practice, English Seminar 以及 Additional Expressions 等。

“General Information”部分主要引介与主题有关的知识信息，旨在让学生对有关教学主题有个大致了解，使其知其然，也知其所以然，从而为此后各教学任务的顺利进行打下基础。该部分的教学要求是以学生自学为主，教师课堂检查为辅。

“Visual, Listening & Practice”由 3 个部分组成：视听练习、短文听力练习和

对话练习。该练习严格结合各单元教学内容，或以动态多媒体放映的形式呈现给学生，把视听理解合而为一，为其创造一种身临其境之感；或以听力的形式呈现，旨在培养学生的听力理解能力。该部分除了配有动态实况剪辑和听力录音外，还辅以剪辑文稿和相关的听力练习等。该部分的教学要求是由教师在课堂上进行有指导的教学。

“Text”部分的教学要求是学生借助教学光盘在课前进行预习与教师在课堂上给予指导相结合，通过共同努力达到领会、理解和掌握教学内容的目的。

“Further Reading Practice”部分共由3篇文章构成。其中第1、2篇阅读文章为必读文章；第3篇文章，即Extra Reading是为学有余力的学生配备的。所涉及的内容与单元主题相辅相成，目的是扩充学生有关方面的知识及通过语言和语用的复现，提高学生的语用能力，同时也为“Seminar”练习提供知识信息和语料。该部分教学内容要求学生借助教学光盘以自学为主。

“Writing Skills and Practice”的特点是以应用文为主，结合单元课程的主题教学内容特点配加的。该部分由两个内容构成：写作知识和写作练习，目的是让学生通过对有关写作知识的了解和练习，掌握有关写作技能，培养写作能力。

“English Seminar”部分由2~3个相关论题构成，供学生任选练习。该练习的设计目的是通过这一练习形式，来提高学生提出问题、分析问题与解决问题的能力以及语言的的实际应用能力与表达应变能力，并通过专题讨论和评判巩固已学的知识与技能。该教学部分虽然被安排在单元课程的后部，但却应被视为教学重点之一，因为该项练习综合了相关单元知识的应用和能力的培养。

“Additional Expressions”为附加的相关表达词语，亦为相关主题表达词语的扩充，旨在为学生做“Seminar”练习提供语料帮助，使学生有话可说，有据可依。

由于各校为非英语专业研究生所配给的课时不同，使用教材时，可根据各自的实际需要选用单元课程等。

本教程由乔爱玲策划、设计、主编和统稿；赵德玉主审；乔爱玲、李玲、牟明、李修江、高国栋、于琰、管晓静和李兰等教师合作编写。具体分工如下：

乔爱玲承担第1、2单元和第3单元等部分编写任务；李玲承担第4单元编写任务；于琰承担第5单元和第3单元部分编写任务；李修江承担第6单元和第3单元部分编写任务；管晓静承担第7单元和第3单元部分编写任务；牟明承担第8单元和第3单元部分编写任务；高国栋承担第3单元部分材料搜集与翻译等任务；李兰承担部分材料搜集整理和编写任务。

由于成书时间仓促，加之水平所限，书中纰漏在所难免。诚望专家学者和广大的教材使用者不吝赐教，以求完善。在此谨表由衷谢忱。

目 录

CONTENTS

Unit One	International Meetings	1
Part 1	General Information about International Meetings	1
Part 2	Visual, Listening and Practice	5
Part 3	Text	11
Part 4	Further Reading Practice	15
Part 6	English Seminar	22
Unit Two	Professional Papers	25
Part 1	General Information about Professional Papers	25
Part 2	Visual, Listening and Practice	27
Part 3	Text	34
Part 4	Further Reading Practice	39
Part 6	English Seminar	44
Unit Three	Debate	47
Part 1	General Information about Debates	47
Part 2	Visual, Listening and Practice	50
Part 3	Text	57
Part 4	Further Reading Practice	62
Part 5	Writing Skills and Practice	69

Unit Four **Negotiations** 74

Part 1	General Information about Negotiations	74
Part 2	Visual, Listening and Practice	81
Part 3	Text	90
Part 4	Further Reading Practice	95
Part 6	English Seminar	100

Unit Five **Agreements and Contracts** 105

Part 1	General Information about Agreements and Contracts	105
Part 2	Visual, Listening and Practice	107
Part 3	Text	114
Part 4	Further Reading Practice	119
Part 5	Writing Skills and Practice	123
Part 6	English Seminar	124

Unit Six **Job Application and Interview** 127

Part 1	General Information about Job Application and Interview	127
Part 2	Visual, Listening and Practice	129
Part 3	Text	136
Part 4	Further Reading Practice	142
Part 5	Writing Skills and Practice	146
Part 6	English Seminar	150

Unit Seven **Pre-Departure Orientation for Study Abroad** 154

Part 1	General Information about Pre-Departure Orientation for Study Abroad	154
Part 2	Visual, Listening and Practice	158
Part 3	Text	164
Part 4	Further Reading Practice	170
Part 5	Writing Skills and Practice	175
Part 6	English Seminar	178

Unit Eight **Studying Overseas**

Part 1	General Information about Studying Overseas	184
Part 2	Visual, Listening and Practice	186
Part 3	Text	193
Part 4	Further Reading Practice	198
Part 6	English Seminar	205



Unit One

International Meetings

Part 1 General Information about International Meetings



Language Points

1. **meeting**: Meeting is a general and summary term of various kinds of assembly of people for a particular purpose. Its original meaning is to “meet with each other,” or to “put heads together.” In this sense, if there are more than two persons coming together, talking and discussing, the event can be called a meeting. So we often say or hear “Let’s have a meeting.” Since the definition of meeting is rather extended and not clearly demarcated (to decide or mark the limits of an area, system *etc*), it can mean any kind of gathering, pre-arranged or non-arranged, formal or informal; the time can be long or short; the scale, large or small; the participants, many or a few, and so on. To specifically clarify a meeting, therefore, the names of meeting should be further demarcated.
2. **conference** (正式的会议): Conference is a kind of formal meeting, often lasting for a few days. It is organized on a particular subject to bring together people who have a common interest. At a conference, formal discussions usually take place. Comparatively, conference generally refers to a specialized professional or academic event. We can say, for example, “Mr. Smith attended a conference on environmental protection in Beijing last week.” People often use the term international conference to mean a meeting held at the international level, with the participants coming from different countries.
3. **Symposium** (讨论会): [*pl.* symposia/symposiums] a formal meeting in which people who know a lot about a particular subject have discussions about it. It is also a kind of meeting, but it refers exclusively to the meeting for specialized academic discussion. At a symposium, experts, scholars, and other participants of a particular field discuss a particular subject. Compared with conference, a symposium is usually narrower and more specific in the range of topics. For instance, we may say “They are going to participate in the Second International Symposium on Teaching English at Tertiary

Level 2 in Hong Kong next May. The teaching of language skills, language learners' styles and strategies, new technology and methodology as well as other relevant issues will be discussed there." In terms of scale, a symposium may be smaller than a conference, because sometimes a conference may include several symposiums held simultaneously (as satellite symposiums). Some of this kind of meeting can be called "working conference". This, however, does not apply to symposium. Further, some meetings held by the government for political consultation can be called "political conference" but not symposium

4. **congress**: It is usually attended by representatives or delegates who belong to national or international, government or non-governmental organizations. It is held to discuss issues, ideas, and policies of public interest. It is usually rather large in scale and generally representative and extensive.
5. **convention** ([政治、社团、宗教、政党等的]会议, 大会, 全国性大会): a large formal meeting for people who belong to the same profession or organization or who have the same interests or a kind of routine meeting, at which a large gathering of people meet and discuss the business of their organization or political group, such as the annual convention of the union, the biannual convention of the Metal Society. Usually it is regularly organized by a learned society, a professional association, an academic institution or a non-governmental organization.
6. **forum** (论坛, 讨论会): It is in fact a kind of public meeting, at which people exchange ideas and discuss issues, especially important public issues.
7. **seminar** (专家讨论会, 讨论会): Seminar is usually a class-like meeting, where participants discuss a particular topic or subject that is presented by several major speakers. Different from the general situation of a meeting, the presentations are mainly given by chief speakers, while other people first listen and then join them. In this sense, a seminar can be taken as lecturing plus discussion—the discussion being a follow-up of the lecturing.
8. **workshop** (专题讨论会): Workshop originally means a room or building which contains tools or machinery for making or repairing things, especially by using wood or metal. Regarding meeting, it refers to a period of discussion or practical work on a particular subject in which a group of people learn about the subject by sharing their knowledge or experience. The distinctive feature of wok-shop lies in its emphasis on practical performance, besides the professional and academic discussions. Therefore arranged in a work-shop may be many relevant activities—demonstrations, displays and operations during the course of presentation.
9. **colloquium** (学术讨论会): is sometimes a formal word for seminar. It is usually a large academic seminar like panel discussion. A colloquium is usually attended by certain invited experts or professionals in a particular field. Participants of the meeting will express their ideas and opinions around a specific topic.

10. **general assembly (大会):** General assembly is usually attended by all participants of the conference and sometimes by government officials as well as reporters. Activities in a general assembly, in most cases, are the opening ceremony, welcome speeches by governmental officials and organizers, general speeches given by distinguished guests (贵宾) or outstanding experts, and closing ceremony. Substantial paper presentations are usually not arranged in the general assembly.
11. **a plenary session (全会):** Plenary sessions of a conference are usually also attended by the participants. Invited lectures or keynote presentations are usually arranged in plenary sessions. These lectures invited and arranged by the organizers are usually given by well-known experts of a particular field according to the themes of the meeting, and the papers presented on these occasions are all about some research subjects of universal significance and general interests. The plenary lectures or presentations often take longer time than those allocated for ordinary presentations in parallel sessions, and are usually followed by questions of discussions as well.
12. **parallel session (分会):** Parallel sessions, as the name implied, refer to smaller-scale meetings held simultaneously, which are therefore called simultaneous sessions. These sessions are important occasions for participants of a particular research group to present their individual papers. Usually a special topic is arranged for a particular parallel session, and a larger conference usually has several or dozens of such topics for discussion.
13. **poster session (张贴会):** Poster sessions are a form of meeting in which papers are posted on boards or walls in a specially separated area of the meeting place. The participants can go there and read the posted papers and discuss them with the authors waiting there. In case the author is not around, there may be a small box near the posted paper where the author's name cards are available, or a special place for the audience who want to have messages for the authors. The area covered for each paper to be posted is pre-determined by the conference, and the printed materials for display should be clear enough and convenient for distant viewers.
14. **free information exchange:** As a kind of participants' interaction, free information exchange may have no fixed areas of interest, but the organizer may provide a range of topics for exchange of ideas. During the allocated time, random participants may talk about their interested subjects and discuss them with other participants.
15. **free paper presentation:** In some international conferences, free presentation may be arranged for those delayed papers or papers not formally presented in the regular sessions. In these sessions, the participants may give an oral introduction to their papers.
16. **free communication:** Free communication sessions are available in some conferences to facilitate participants' free communication. These interactions are usually arranged between sessions or during the break of a conference. The communication

of this kind is so easy and comfortable for the participants that on some occasions it is vividly called "walk in and talk."

17. **Teaching & consulting services:** teaching service — various forms of educational courses, pre-conference institutes, and teaching day for tutoring, tutorial workshop or special tuition and so on. These teaching services are actually classes held by the organizers for participants to access knowledge, mainly for young students and those who are not very familiar with the subject to be discussed or the terminology to be used in the forthcoming meeting.
18. **Macmillan Publishing Co.:** 麦克米伦出版公司
19. **index:** an alphabetical list of names, subjects *etc* at the back of a book, with the numbers of the pages where they can be found 索引
20. **secretary-general:** one of the VIPs in a conference, also a supervisor in charge of both internal and external affairs 秘书长
21. **international organization:** According to the ways of providing financial aid, they can be divided into two types: organizations that receive direct applications from individual applicants and those that receive applications indirectly, usually on the ground of selection and recommendation by relevant governmental organs.
22. **learned societies:** 学会
23. **submitted to:** give in 提交
24. **be in conformity with:** in a way that obeys rules, customs *etc* 符合……, 与……一致



Answers to Questions

- (1) Eight. They are meeting, conference, symposium, congress, convention, forum, seminar, workshop and colloquium.
- (2) A conference is a kind of formal meeting, organized on a particular subject to bring together people with a common interest, while convention is a large formal meeting for people who belong to the same profession or organization or who have the same interests or a kind of routine meeting, at which a large gathering of people meet and discuss the business of their organization or political group, such as the annual convention of the union, the biannual convention of the Metal Society.
- (3) Seminar is usually a class-like meeting, where participants discuss a particular topic or subject that is presented by several major speakers; workshop refers to a period of discussion or practical work on a particular subject in which a group of people learn about the subject by sharing their knowledge or experience.
- (4) General assembly, plenary session, parallel session, poster session and so on.
- (5) He can appeal to information sources, either by checking corresponding periodicals, professional journals and magazines, or by going to WWW for help.
- (6) Firstly, he can correspond with a certain designated convener, or secretary-general,

chairperson, or the committee concerned. Then, try to find a way to get some financial support so as to cut off some financial burden. What's more, one should well prepare his paper for presentation at the meeting and be ready to answer questions posed by the audience.

- (7) One can take advantage of the opportunity to communicate widely with the professionals in different fields there and build up relationships and friendships with them.
- (8) Keep active, especially in contacting and talking with other professionals in and out of the meeting.

Part 2 Visual, Listening and Practice



Exercise 1 Visual Work

A Live Scene of an International Conference

1. Altogether three steps are taken.

First step: Make self-introduction to the audience.

Second step: Introduce the speakers by stating their titles, giving them some favorable comments.

Third step: Monitor the time for question discussion.

2. (Open)



Tape-script 1

Presider: Hello, ladies and gentlemen, my name is Steve White, from London University of UK I'm going to chair this morning's conference. It's my pleasure here to welcome you, my colleagues from all over the world to our conference. Now, I declare the conference open. The keynote speakers for this morning are Dr Fu Jilun, the director of the Foreign Language Institute of Wuhan University, Professor Charles Anderson, also the chairman of the Applied Linguistics Society of America, Professor Jack Richard, a famous foreign language expert in foreign language teaching methodologies and Professor Charli Wu, from Singapore. Right now, it's Dr. Fu's turn to deliver a speech. Dr. Fu is figure who is being closely watched by academic circles because of the successful result of his research. In fact, his achievements are highly esteemed the world over. He will give us a speech on "The Influence of Personality on Foreign Language Learning". Dr. Fu, please.

Dr. Fu: Hello, everybody. My topic for today is "The Influence of Personality on Foreign Language Learning."

The term personality is generally accepted even though it is not defined to scientific satisfaction. When we ask questions such as "Is he an extrovert or introvert? Charming

or dull? Sociable or reserved?" We believe that the answers reveal something about an individual's personality characteristics. These characteristics, along with many others, are usually considered to make up personality.

Presider: Now, everybody. You'll have ten minutes to ask Dr Fu some questions. Please make full use of the time. Ok, that sir in blue, please.

Audience 1: I'm very interested in hearing your today's presentation on your assumptions since the work we're going to start is in certain connection with yours. So, now, would you please say a few more words about the concept of "self-esteem" so that I can see how it connects with foreign language learning?

Dr. Fu: Well, self-esteem, according to Cooper Smith, is "a personal judgment of worthiness which is expressed in the attitudes that the individual hold towards himself. It refers to the evaluation, which the individual makes and customarily maintains with regard to himself; it expresses an attitude of approval or disapproval, and indicates the extent to which an individual believes herself or himself to be capable, significant, successful and worthy. It is a subjective experience which the individual conveys to others by verbal reports and other overt expressive behavior." All right?

Audience 1: Thank you very much.

Audience 2: Dr. Fu. Perhaps we're looking at the problem from different viewpoints. To the best of my knowledge, your saying in "when students experience anxiety, the nature of tasks that are set plays an important role in the performance." seems to be unclear. Could you please give us your further explanation on that?

Dr. Fu: Ok. You know, in the foreign language classroom when students do exercises such as making sentences after the model, answering simple questions, reading texts aloud, and so on, anxiety may facilitate performance, because it helps the students to concentrate on these tasks.

Audience 3: Dr Fu. I don't quite understand what you really mean by saying that...

Presider: (Interrupt) I'm sorry to say time is up. Would you please to discuss your problem after the meeting? I'm sure Dr Fu would give you a satisfactory explanation. Thank you very much for your presentation, Dr Fu. Now, it's Professor Charles Anderson's turn to give us a presentation. Please, Professor Charles Anderson.



Exercise 2 *Passage Listening*

3. According to the passage, what should a safety meeting be? (C)
4. What should you do, once you have gathered all information you want to present? (A)
5. How to promote meetings according to the passage? (D)
6. Why are the presentation tips mentioned in the passage? (B)
7. Whom do you think the tips given in the passage especially fit for? (D)
8. key aspect 9. safety program 10. Gather resources
11. individual business 12. design a meeting agenda 13. Promote the meeting

14. a date and place 15. posters 16. stick to 17. eye contact



Tape-script 2

Holding Safety Meetings That Gets Results

For many, meetings are viewed as a dreaded evil to be avoided at all costs; for little gets accomplished and much of the discussion is unfocused and unproductive. So in order to avoid that we should hold Safety Meetings That Gets Results so as to turn them into a real learning experience that motivates employees to participate in your overall safety program. Here are some tips that can help.

1. Choose a Topic

Safety meetings should focus on key aspects of your overall safety program and address the hazards inherent in your operations. To ensure information remains relevant, safe meeting topics should not be a last-minute decision; it should assist you in meeting safety program goals and objectives. At the same time, during certain times of the year, an off-the-job topic may be a welcome change, such as the dangers of drinking and driving during the holidays.

2. Gather Resources

The best safety meetings are tailored to your individual business. Consult supervisors to discuss details about accidents and near misses concerning the topic. Find out what they consider to be current attitudes or challenges to safety. Are there any compliance problems that need to be addressed? The more concrete examples from your own business you can use to illustrate points, the more relevant the meeting will be. Also, the Internet holds a wealth of free safety training information you can use as the backbone to your meeting.

3. Decide on a Meeting Format

Once you've gathered all the information you want to present, design a meeting agenda. There are many techniques you can incorporate to make the information more memorable, depending upon the formality and location of your meeting.

4. Promote the Meeting

Once you've decided on a date and place for your meeting, use posters, paycheck stuffers and other established communications methods to promote the meeting and topic. This should get employees tuned into your topics and help them to be better prepared.

5. Day of Meeting and Presentation Tips

Here are tips for ensuring that the meeting run smoothly:

- Be prepared and professional—That means even checking the VCR to make sure it's cued correctly before the meeting starts!
- Start on time and stick to your agenda—Begin by sharing with participants what you hope to accomplish by the meeting. End with a summary and your expectations.
- Consider your audience's skill level, age, attitudes and educational level—Tailor the presentation to involve all workers.
- Create synergy—Don't use examples as a way of embarrassing employees. Instead, look for opportunities to give verbal recognition to employees for correct responses, observations and behaviors. When addressing problems, do so constructively with an emphasis on problem resolution, not blame.
- Maintain eye contact and be upbeat.
- Evaluate your meetings to determine what employees think works and what doesn't.
- Use words like "we" to show that safety is a team effort.
- Keep records of who attended and what was discussed—Employees should be held individually accountable for what they have learned.

6. Other Tips to Promote Involvement

- Although one person should ultimately be in charge, allow groups of employees to work together in planning and implementing the meeting.
- Consider using door prizes, such as movie passes, for correct answers during the meeting.



Exercise 3 Dialogue Listening

18. (1) encourage (2) join in (3) remind
 (4) fail to (5) moderate the dispute (6) generalize points
 19. (7) call on (8) inspire (9) more concrete
 (10) beside the point (11) a neutral attitude (12) relieve the tension
 (13) due to pronunciation (14) the same difficulties (15) resolve this difference
 (16) time limitation

Step 2 Listening for Summary

(For Reference)

In order to preside a formal meeting successfully, the woman goes to the man for some tips. The man thinks what the woman asks him are just hit the target and gives her some constructive suggestions. Satisfied with suggestions, the woman feels benefit a lot from the man.

Step 3 Question Discussion

(For Reference)

20. Presiders of a meeting, including those who serve as chairs in parallel sessions, are usually well-known scholars or celebrities. They are renowned in the specific field, most of them having strong ability of coordination and organization. They should be democratic and impartial, and be able to cope flexibly with the changing situations. Finally, they should have high language proficiency. The presider's principle duties and responsibilities can be generalized as: to invite speakers, moderate differences, keep things in order, control allocated time, and enliven atmosphere.
21. The general presiding procedures over a meeting cover: 1) opening a meeting—announcing the opening of the meeting by way of self-introduction, or by third party's introduction, or by direct announcement as well as by creating speech atmosphere; 2) introducing a speaker — by direct introduction, or by appreciative introduction(赞扬式介绍), or by background introduction; 3) organizing the discussion—calling on speakers, reminding the speakers, moderating the disputes, generalizing main points, keeping the allocated time, monitoring the discussion; 4) thanking the speaker and 5) adjourning or closing the meeting.
22. Open



Tape-script 3

Asking for Advice

W: Mr. Percy, would you please give me more advice on how to preside successfully over a formal meeting? I mean how to encourage participants to join in the discussion when they are too quiet, how to remind the speakers to come to their points if they fail to do that, how to moderate(调节) the disputes(争端, 争执) and generalize(归纳) the points if necessary, etc.

M: Well, you hit the target. What you have asked just now is very critical to a successful meeting.

W: I suppose we'll begin with the first problem. That is, how to encourage people to talk at the meeting?

M: Ok. The best policy to encourage people to speak is to call on or rather to inspire(鼓励) them to utter their opinions. For this purpose, you may say:

"Ladies and Gentlemen, Dr. X has now finished his speech. Are there any questions about his talk?"

Or "Is there anyone else who has something to say about somebody's delivery?" Or "Does anyone has, anything further he wishes to add to somebody's presentation?" and so on and so forth. Anyway, it depends on the situation that you are in.