

永久保存版

プレゼンで使える
英語フレーズ集

142選

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|---|--|---|
| 最初の挨拶 | | |
| こんにちは、みなさん [1] | Hello, everyone. Welcome to my presentation. | Good morning, ladies and gentlemen. I am pleased to see all of you here for my presentation. |
| 私のプレゼンへようこそ [2] | | |
| お会いできて光栄です [3] | I am honored to see you all. | I am honored to meet everyone here. |
| 本日はこの場に立つことができて光栄です | I am honored to be here today. | It is a great honor to be here with you today. |
| 本日は私のプレゼンテーションにお越しいただき、ありがとうございます | Thank you for taking the time to come to my presentation. | I appreciate this opportunity to deliver my presentation. |
| 本日皆様をお迎えてきて嬉しく存じます | I am delighted to welcome all of you here today. | I am pleased to welcome all of you here today. |
| まずは自己紹介させていただきます | First of all, I would like to introduce myself. | First of all, let me introduce myself. |
| 私は〇〇です。△△会社の××(役職名)をしています [4] | I am 〇〇. I work as a XX for △△. | My name is 〇〇. I am a XX(Title) for △△ (company). |
| 私は〇〇社で、△△(部署)の責任者をつとめております | I am in charge of the △△department for 〇〇 (company). | I am the manager/director of the △△department for 〇〇(company). |
| ご存じの方もいらっしゃると思いますが、私は〇〇です | Some of you may already know me, but for those who don't, I am 〇〇. | I see some familiar faces, but for those who don't know me, I am 〇〇. |
| 私は〇〇を担当しております | I am in charge of 〇〇. | I am the manager/director of 〇〇. |
| プレゼン導入 | | |
| 本日のプレゼンの目的は～です | The focus of today's presentation is | My focus for today's presentation is ～. |
| 本日は～についてお話しします [5] | Today's presentation is about ～. | I will be talking about ～ today. |
| 本日私がここにおりますのは、～についてお話するためです [6] | I am here today to provide a presentation on ～. | The purpose of today's presentation is to talk about ～. |
| このプレゼン終了後には、この製品(企画)のすばらしさをご理解いただけたと思います | I am sure you'll be convinced of the great advantages of this product (proposal) by the time I finish this presentation. | I am certain you'll be convinced of the great advantages of this product (proposal) by the end of this presentation, |
| このプレゼンを終えるまでに、この製品(企画)の魅力を知っていただけるでしょう [7] | I am positive you'll be convinced of the benefits of this product (proposal) by the time I finish this presentation. | I am certain you'll be convinced of the benefits of this product (proposal) by the end of this presentation. |
| プレゼンの間いつでも質問してください [8] | I welcome questions anytime during my presentation. | Please feel free to ask me any questions during my presentation. |
| 本日のアジェンダを見てみましょう | Let's look at today's agenda. | Shall we look at today's agenda? |
| こちらが私がプレゼンテーションでお話することです [9] | Here are the topics that I will talk about in my presentation. | Please review the topics that I will cover in my presentation. |
| 大きく3つの内容にわかれています | Today's presentation mainly consists of 3 parts. | Today's presentation is divided into three main sections. |
| 最初に…。次に…。最後に… | The first part is about..., the second part is about, and the last part is about... | First comes ..., next ..., and finally... |
| これから〇〇分ほどお話しします | I am going to talk for about 〇〇 minutes. My presentation will take about 〇〇 minutes. | My talk will be about 〇〇 minutes long. My presentation will be about 〇〇 minutes long. |
| 私のプレゼンの所要時間はおよそ〇〇分です プレゼンの最後に質疑応答時間を設ける予定です [10] | I am going to have a Q & A session after finishing my presentation. | I am going to have a Q & A session at the end of my presentation. |
| もし質問がございましたら、後程質疑応答のセッションで回答させていただきます | If you have any questions, I would be happy to answer them during my Q & A session following the presentation. | If any of you have any questions, I would be happy to answer them during my Q & A session at the end of my presentation. |
| ご質問がある方は、遠慮なく割り込んでください [11] | If you have any questions, please don't hesitate to put your hand up. Today's presentation is scheduled to last for 〇〇 minutes. | If you have any questions, I welcome you to cut in on my presentation. I estimate that today's presentation will finish in 〇〇 minutes. |
| 本日のプレゼンは〇〇分で終了する予定です [12] | | |
| 皆さん資料はお手元にごありますか | Does everyone have their handout with them? | Do you have the handout with you? |
| プレゼンの最後にパワーポイントの資料をお渡しいたします | At the end of my presentation, I will provide you with the Power Point handout. | At the end of my presentation, I will circulate the Power Point handout. |
| 資料を準備しましたので、お配りいたします | I am going to provide you with the handout. | I am going to circulate the handout. |
| プレゼン中 | | |
| まずは〇〇から始めて行きたいと思います。 | To begin with, I would like to ～. | I would like to start with ～. |
| それでは最初のテーマです [13] | And now for our first topic. | Now let's look at the first topic. |
| では～に移りましょう | Let's move on to ～. | Let's move on to ～, shall we? |
| では、〇〇を検証してみたいと思います | Now I would like to verify 〇〇. | Now let's verify 〇〇. |
| では～について話す準備が整いました [14] | Now I am ready to talk about ～. | Now we're ready talk about～. |
| 次に～についてお話させてください | Next, I would like to talk about ～. | Next, I would like to cover ～. |
| こちらが〇〇についての私の提案です [15] | This is my suggestion for 〇〇. | For 〇〇, I would like to suggest.... |
| ～してみてもどうでしょうか | Why don't we ～? | How about ～? |
| ～をお勧めします | I would like to recommend ～. | I would like to suggest ～. |
| ～するための最善の方法のひとつは〇〇です [16] | One of the best way to ～ is 〇〇. | One of the most effective way to ～ is 〇〇. |
| ～はどうでしょう | How about ～? | Why don't we ～? |
| ～しましょう | Let's ～. | Let's ～, shall we? |
| ～するのはどうですか | Why don't we ～? | How about ～? |
| ～は役に立つでしょう [17] | I think ～ will come in handy. | I think ～ will be useful. |
| ～恩恵を得られるでしょう | I think ～ will be beneficial. | I think ～ will be advantageous. |

| 項目 | プロの翻訳家1 | プロの翻訳家2 |
|-------------------------------------|---|--|
| 〇〇はあなたが～する上で役に立つでしょう | 〇〇 will be useful to you in ~ ing. | 〇〇 will serve your purpose when you ~. |
| 〇〇はあなたが～するのに役に立つかもしれません | 〇〇 might be useful to you in ~ ing. | 〇〇 might serve your purpose when you ~. |
| ここで一番重要なポイントは～ということです | The most important thing here is ~. | The most significant point here is ~. |
| ～を強調したいと思います | I would like to emphasize ~. | I would like to point out ~. |
| 簡単に言いますと～です [18] | To cut a long story short, | Simply put, |
| 言い換えると～ということです | In other words, ~. | To rephrase, it means ~. |
| 基本的には～です | Basically, ~. | To simplify things, ~. |
| すでにご指摘したことに戻りたいと思います [19] | I would like to go back to what I pointed out earlier. | Let me go back to what I already pointed out. |
| このセクションの要点は～ということです [20] | The key of this section is ~. | The essential point of this section is ~. |
| このセクションの要点をまとめたいと思います | I would like to summarize the important keys of this section. | I would like to summarize the essential points of this section. |
| ここまででどなたか質問がございますか | Does anyone have any questions so far? | Do you have any questions so far? |
| 次のポイントを指摘することで結論としたいと思います | I would like to conclude by pointing out the following... | I would like to conclude by clarifying the following point. |
| 要約させていただくと、...ということです | In summary... | I would like to summarize that.... |
| 図表、データについて述べる | | |
| 左にある棒グラフは～を示しています | The column chart on the left indicates ~. | The bar chart on the left shows ~. |
| 右の円グラフが示しているのは～です | The pie chart on the right indicates ~. | The pie chart on the right shows ~. |
| 一番上の図が表しているのは～です | The chart on the top indicates ~. | The chart on the top shows ~. |
| 一番下の写真は～です | The image on the bottom is ~. | The image you see on the bottom is ~. |
| ～の市場規模は〇〇と予測されています | The size of the market of ~ is expected to be 〇〇. | The size of the market of ~ is forecasted to be 〇〇. |
| 〇〇の数は～と予測されています | The number of 〇〇 is expected to be 〇〇. | The number of 〇〇 is forecasted to be 〇〇. |
| 〇〇によると、～が期待されています | According to 〇〇, ~ is expected. | According to 〇〇, ~ is forecasted to be ~. |
| 専門家によると... | According to experts, | Based on experts' opinion, |
| 次のスライドは～を示しています | The next slide indicates ~. | The next slide shows ~. |
| それでは～を示しているスライドを見てみましょう | Then let's look at the slide indicating ~. | Then let's look at the slide showing ~. |
| この数字を見てみましょう | Let's look at this figure. | Let's look at this number. |
| このチャートから見てわかりますように... | As you can see from this chart, | As you can tell from this chart, |
| 次のチャートに注目してください [21] | Please focus on the next chart. | Please pay attention to the next chart. |
| (売り上げや販売などが)急上昇しました | (The sales etc.) soared. | (The sales etc.) surged. |
| (売り上げや販売などが)急激にのびました | (The sales etc.) made a rapid increase. | (The sales etc.) rapidly increased. |
| (売り上げや販売などが)徐々に、ゆっくりと回復しました | (The sales etc.) made a gradual recovery. | (The sales etc.) gradually recovered. |
| (売り上げや販売などが)突然下落しました | (The sales etc.) made a dropped rapidly. | (The sales etc.) rapidly dropped. |
| (売り上げや販売などが)劇的に落ち込みました | (The sales etc.) made a significant drop. | (The sales etc.) significantly dropped. |
| (売り上げや販売などが)わずかに悪化しました | (The sales etc.) made a slight decrease. | (The sales etc.) slightly decreased. |
| (売り上げや販売などが)ピークに達しました | (The sales etc.) reached its peak. | (The sales etc.) hit its peak. |
| これらの調査結果から導き出される結論はなんですか [22] | What can we conclude from the results of this research? | What can be concluded from the results of this research? |
| 終了(まとめ) | | |
| さて、そろそろプレゼンの終わりです [23] | Well, we are approaching the end of the presentation. | Well, we are almost at the end of the presentation. |
| 本日も話した主要なポイントを簡単にまとめます [24] | I would like to briefly summarize the major keys of today's presentation. | I would like to briefly sum up the major keys of today's presentation. |
| まず～についてお話しました [25] | First, we focused on ~. | First, we covered ~. |
| 次に～についてお話しました [26] | Next, we focused on ~. | Next, we covered ~. |
| 最後に(3つ目に)～についてお話しました [27] | Finally, we focused on ~. | Finally, we covered ~. |
| プレゼンの冒頭で、私はみなさんは～するでしょうとお話しました [28] | At the beginning of the presentation, I said you will be ~. | At the start of the presentation, I informed you that you will be ~. |
| みなさんに～することを決断していただきたいと思います | I would like you to make a decision to ~. | I would like you to make up your mind about ~. |
| 今やみなさんは、～できると信じています | Now I believe that you will be able to ~. | Now I am convinced that you will be able to ~. |
| 最後に～であると強調したいと思います [29] | Lastly, I would like to emphasize that ~. | Lastly, I would like to make the point that ~. |
| これから皆さんに～していただきたいと思っています | I would like you to ~ from now on. | I would like you to ~ from this point forward. |
| 私は～であると確信しております | I am convinced that ~. | I am certain that ~. |
| 皆さんと一緒にお仕事すると楽しみにしております | I look forward to doing business with you. | I am look forward to working with you. |
| みなさんにご賛同いただくことを楽しみにしております | We look forward to your support. | I am looking forward to your consent. |
| ～について言いたかったことは以上です | This is what I wanted to say about ~. | This is all that I wanted to say about ~. |
| 私が述べたいことはこれですべてです | This is everything I wanted to say to you. | This is all that I wanted to talk to you about. |
| Q&Aセッション | | |
| これから質疑応答のセッションを〇〇分持ちたいと思います | Now I would like to have a Q&A section for 〇〇 minutes. | Now let's start a Q&A section for 〇〇 minutes. |
| 質問がございましたら、喜んでお答えさせていただきます | I would be glad to answer any questions you might have. | I would be pleased to answer any questions you might have. |

| 項目 | プロの翻訳家1 | プロの翻訳家2 |
|---|---|--|
| どなたか何か質問はございますか | Does anyone have any questions? | Are there any questions? |
| すみませんがよくわかりません、もう一度言っていただけますか | I'm sorry. Could you repeat the question?" | I am not certain I heard you correctly. Please repeat one more time. |
| 彼にマイクを渡してもらえますか | Would you hand over the microphone to him? | Please hand over the microphone to him. |
| もう少しゆっくりお話しいただけますか [30] | Could you speak more slowly, please? | Could you mind speaking a little slower, please? |
| すみません、良く聞こえません | I am afraid that I can hardly hear you. | I am afraid that I can barely hear you. |
| もう少し優しい英語でお話しいただけますか [31] | Would you mind repeating that in simpler terms? | Would you mind restating it in more plain English? |
| 私の理解が正しいか確認させてください、あなたが提案されているのは～でしょうか | Let me make sure if my understanding is correct. Is ~ what you are suggesting? | Let me confirm my understanding. Is ~ what you are suggesting? |
| 私の意味するところが伝わっていますか [32] | Does this make sense? | Am I making myself clear? |
| あなたがおっしゃるのは～ですか | Are you saying ~? | Do you mean ~ ? |
| その質問を挙げてくださってありがとうございます | Thank you for raising that question. | Thank you for bringing up that question. |
| それは良いポイントですね | You've made a great point. | That's a great statement. |
| その質問に対する答えはYes/Noです、なぜなら... | The answer to that question is yes/no because... | I would say yes/no to that question because... |
| あなたの意見に同意します、というのは... | I agree with you because... | I agree with your opinion because... |
| その質問には～に戻ってお話するのが一番かと思えます | Regarding that question, I think it's best to go back to ~ and talk. | For that question, it's best to go back to ~ and explain. |
| その質問にお答えするのに～に戻りましょうか | Why don't we go back to ~ to answer that question? | How about going back to ~ to answer that question? |
| これで質問の答えになりましたか | Does this answer your question? | Is this the answer to your question? |
| (質問にその場で答えられないので)今日はその情報を持ち合わせておりませんので、後日メールでお送りします、ご連絡先をいただけますか [33] | I don't have the necessary information with me at this moment. I would like to e-mail you later, so can I have your e-mail address? | Since I don't have the information with me now, I would like to send you an e-mail later. Would you inform me of your contact information? |
| 不確かな情報をお伝えしたくありませんので、数日以内にお返事させてください | Because I would like to give you correct information, let me reply to you within a few days. | I would like to reply to you in a couple of days in order to avoid providing you with unreliable information. |
| 〇〇(部署)チームの△△が、お答えできると思います | I think △△ from 〇〇department can answer your question. | I think △△ from 〇〇department can provide you with an answer. |
| 今すぐ思い出せないのですが、調べて明日ご連絡いたします | I am afraid that I can't recall at the moment, so I would like to contact you after checking on it. | I would like to contact you after checking on it because I can't recall at the moment. |
| そのような情報は〇〇のホームページをご覧くださいだけです、メールでリンクをお送りします | Such information can be obtained at the 〇〇's Homepage. I will e-mail you a link. | You can obtain such information at the 〇〇's Homepage. I will send you a link by e-mail. |
| どなたかそれについてお考えのある方はいらっしゃいますか [34] | Does anyone have any thoughts about this? | Any ideas about this? |
| 他に質問がありますか | Are there any other questions? | Any other questions? |
| 残念ながら時間が無くなってしまいました | I am afraid our time is up. | I am afraid we are running out of time. |
| これ以上質問が無いようでしたら、この場を借りて改めてお礼申し上げます | If there is no more questions, again, I would like to thank all of you for joining my presentation. | It looks like no more questions. Again, I would like to thank all of you for joining my presentation. |
| あと2.3個、質問をお受けできます | We still have time for a couple more questions. | I can take a couple more questions. |
| あと1問お受けいたします | We have time for one more question.. | I can take one more question. |
| 申し訳ありませんが、これでQ&Aセッションは終了です | I am afraid this is it for our Q&A. | I'm afraid that's all we have time for in this Q and A. |
| この点に関して質問やご意見はございますか | Does anyone have a question or opinion regarding this? | Are there any questions or opinions regarding this? |
| その質問をしてくださりありがとうございます | Thank you for raising that question. | That's a good question. Thank you. |
| 理解が正しければ、あなたの質問は～についてですか [35] | Let me clarify. Is your question about ~? | Is your question about ~? Is my understanding correct? |
| ～についてのご質問をいただきました | I received a question about ~. | He/she asked a question about ~. |
| 明確にご質問にお答えすることはできませんが、～だと思います | I am afraid I am unable to give you a definite answer, but I think ~. | I am afraid I am unable to give you a definite answer, but in my opinion, ~. |
| すみませんが、その点に関してはまだ十分な情報がありません | I am afraid that there is not enough information about it. | I am afraid that I don't have enough information about it. |
| すみませんが、分野が異なりますのでお答えできません [36] | Unfortunately, I can't provide you with an answer, since that belongs to a different field. | I am afraid that I am unable to provide you with an answer, because that belongs to a different field. |
| すみませんが、本日の議題と異なるようです [37] | I am afraid that is not part of today's agenda. | I am afraid that it is irrelevant from today's agenda. |
| 説明が難しいので、後程お話できますか | Because the explanation is going to be complicated, would it be alright to talk later? | Would it be alright to talk later, since the explanation is going to be complex? |
| すみませんがそれは機密事項です | I am afraid that is classified information. | I am afraid that is confidential information. |
| その情報を開示する権限がございません | I am not authorized to disclose that information. | I am not entitled to disclose that information. |
| 言いたいことはわかりますが、私は反対です | I understand what you are saying, but I disagree with you. | I see what you are saying, yet I object to your opinion. |
| 終了(あいさつ) | | |
| どうもありがとうございました [38] | Thank you for joining the presentation today. | Thank you for being here everyone. |
| ご清聴ありがとうございました | Thank you for your attention. | I appreciate your attention. |
| 本日はご参加くださりましてありがとうございます [39] | Thank you for your attendance in the presentation today. | I appreciate your attendance today. |

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|---------------------------------------|---|--|
| 本日は私のプレゼンにご参加くださいまして、ありがとうございました [40] | Thank you for joining the presentation today. | I appreciate your participation in the presentation today. |

- [1] Good morning は、適宜ご変更ください。
- [2] "Welcome to my presentation."は学生の行うパワーポイントによるプレゼンのような少しカジュアルな、冗談めかしたような印象を受けます。ダメではありませんが、よりプロっぽさを出すのであればの方がベターです。
- [3] meetを使うなら、実際に握手などを交わして対1で挨拶する時なら問題ありません。全体にまとめて言うならseeですね
- [4] My name isではなくI amだと若干フォーマルさが落ちます。
- [5] I am going to talk about ~ today.も可だが、will be talking aboutの方が丁寧。
- [6] 翻訳案1だとプレゼン内容は誰かに作ってもらい、あくまで自分は代表として発表しているという風にも聞こえます
- [7] 案1は少し自惚れが強いといえますか、自意識が若干強く聞こえてしまう恐れもあります。
- [8] "Please do not hesitate to ask questions at anytime during the presentaion." でもOKだが、案2がおすすめ
- [9] スクリーン上に映しているなら案1。紙媒体で渡しているなら案2です。
- [10] "I am going to hold a Q & A session at the end of my presentation." と言っても良いですね。さらにプロっぽくなります。
- [11] 案1の"put your hand up"は間違っていますが、学生っぽい印象を覚えるため、"cut in"の方が良いです。
- [12] I estimate that today's presentation will be over in ○○ minutes. でも良いですが、overという単語は少しネガティブな印象を与えてしまうかもしれません。
- [13] "let me present the first topic." にすると、少し押し付けがましく聞こえてしまいます。なぜなら、もうプレゼンは始まっているからです。
- [14] "Now I am prepared to talk about ~." にすると、交渉しているように聞こえてしまいます。プレゼンっぽくするなら、"Now we're ready talk about..." の方が良いです。
- [15] 案2の方がおすすめです。
- [16] "best"より"effective"の方が良いです。
- [17] 案1の方がよりカジュアルです。
- [18] 案1の方がカジュアルです。
- [19] 案2は"already"のため少し批判的な、もう言っただろうと暗にほのめかしているように聞こえてしまうかもしれません。
- [20] "The main point of this section is..."もよく使われます。
- [21] "next"ではなく"following"でもビジネスっぽいですね。
- [22] 案1の方が一般的です。
- [23] my presentationではなくthe presentationの方が丁寧です。
- [24] "major keys"ではなく"main points"でも良いですね。
- [25] "I"ではなく"we"の方が一体感があり、好まれるかと思います。またtalked aboutよりfocused onの方がビジネスライクです。
- [26] "I"ではなく"we"の方が一体感があり、好まれるかと思います。またtalked aboutよりfocused onの方がビジネスライクです

[27] "I"ではなく"we"の方が一体感があり、好まれるかと思います。また talked aboutよりfocused onの方がビジネスライクです

[28] my presentationではなくthe presentationの方が丁寧です。

[29] 案1の方がより強調しています。

[30] Would youよりCould youの方が丁寧です。

[31] 案1の方がはるかに良い言い回しです。

[32] 案2はかなり強い言い回しです。1案がベスト。

[33] 案1は"can I ..."を"may I..."にした方がより丁寧です

[34] itよりthisがおすすめ

[35] 案2は質問を二つ連続してしまっているの、言い方次第ではかなり強い言葉に聞こえてしまうかもしれません。

[36] 案1がおすすめ

[37] 注: 案2は少し強く聞こえてしまいます。"irrelevant"ではなく"not on today's agenda"の方が丁寧です。

[38] my presentationよりthe presentationの方が自然。myと自己主張が強いとうぬぼれた印象を感じてしまうかもしれません。

[39] my presentationよりthe presentationの方が自然。myと自己主張が強いとうぬぼれた印象を感じてしまうかもしれません。

[40] my presentationよりthe presentationの方が自然。myと自己主張が強いとうぬぼれた印象を感じてしまうかもしれません。