

Presentations: Question and Answer Session

1. Ask for Questions

Wait 1-8 seconds for someone to ask a question: if not => Step 5.

First question:

Are there any questions? Do you have any questions?

Second+ question:

*Are there any **more** questions? Do you have any **more** questions?*

2. Trouble Understanding

Ask for simpler English / Check meaning / Need “free time” to think

Questioner repeats:

*I’m sorry, could you **rephrase** that please?*

Presenter repeats:

So, you’re asking (summarize question content)...is that right?

3. Tricky Situations

Don’t know information / Confidential / Not enough time left

***I’m afraid** I don’t have that information. I’ll get back to you.*

***I’m afraid** we don’t have enough time. Could we meet after?*

4. Good Manners

Check if your answer is acceptable

Does that answer your question? (More formal)

Is that okay? (Informal)

5. Conclude Q+A

Keep the same pace as your presentation. Avoid long silences!

If there are no more questions, I’ll stop here. Thank you.

Thank you.