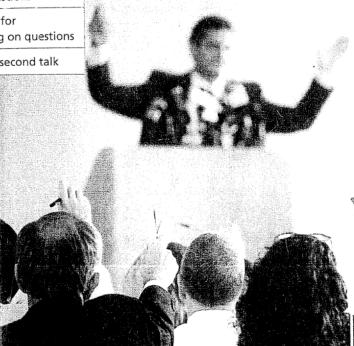
6 New business

- listening for advice on fielding questions
- expressions for commenting on questions



6.4 Speaking Presentations: taking questions.



Work in small groups. The question and answer session is an important but unpredictable part of most presentations. Decide whether you agree or disagree with the statements on the right.

Listening for detail

2:28 Juliette Duncan, a presentations specialist, is giving a seminar on Perfect Presentations. Listen to the first part of her talk. What four pieces of advice does she give for fielding questions?

- - that you've given a really good presentation.

 It's better to answer questions

If there are no questions, it means

- It's better to answer questions during the presentation rather than waiting till the end.
- There's only one type of question: awkward!
- The question and answer session is an opportunity, not a threat.
- When answering a question, keep it brief.
- Never admit that you don't know the answer to a question. Bluff if necessary.

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awkward bluff do your homework field nod recap threat

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2:29 Listen to the second part of Juliette's seminar. She mentions five types of question. Complete the list.

Five types of question

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Internet Tesearch

Search for the keywords presentations taking questions to discover more tips on handling a question and answer session.

4	2:29	Match each type of question in Exercise 3 with the advice below. There is one
extr	a piece	of advice. Then listen again and check your answers.

- a) Make sure the question is irrelevant, be diplomatic and go on.
- b) You've already answered these questions in your talk. Remind the questioner and go on.
- c) Elicit questions by answering one of your own.
- d) They clarify what you're saying. Thank people for asking them.
- e) Ask somebody in the audience if they can answer the question.
- Don't bluff or lie. If you don't know the answer, offer to find out. If you don't want to answer, say so.