

## **Presentation Q&A Sessions Roleplays**

*Choose one or more of the cards on the next page and try to do those things as your partner presents on the topic they have prepared and/ or what they will do in the future to improve their English. Tell your partner whether what part of their presentation they should start at. If your partner doesn't respond in the right way (e.g. not noticing that you are doing something), keep on trying until they do. When they have dealt with the situation, they should try to guess what you were doing, i.e. what your roleplay card(s) said. Then work together to discuss good tactics and language for dealing with that situation.*

### **Useful language**

#### **Explaining the policy on questions**

If anything I see isn't clear, please feel free to interrupt me at any time.

I'll be happy to answer any questions at the end.

There'll be time for questions/ for Q&A at the end.

#### **Inviting questions/ Starting the Q&A**

I'll now be (very) happy to answer any questions you might have./ We'll now have a Q&A.

Please put up/ raise your hand if you have any questions.

(Are there) any (more) questions?

Are there any questions (so far/ at this stage/ before we go on)?

Did anyone perhaps have any questions about...?/ I imagine there are some questions about...

#### **Selecting people to ask questions**

Yes, what is your question, please?/ Yes, what would you like to know?

Yes, please go ahead./ Yes, please ask away.

Yes, the gentleman in the corner with the green tie.

Yes, John.

Yes, do you have a question?

#### **Commenting on the question**

(That's a) (very) good question/ point.

That's an interesting question.

I'm glad you asked me that.

Sorry, I should have mentioned that.

Thanks for your question.

I expected that question.

I'm sure many people have the same question.

#### **Checking if your answer was okay**

Does that answer your question?

Is that what you wanted to know?

Is that a bit clearer now?

Is that answer all right?

Do you need more details?

#### **Ending the Q&A**

There don't seem to be any more questions, so...

I'm afraid I've run out of time, but...

If there are no further questions, I'll bring my presentation to a close/ I'll hand over to the next presenter.

If you have any further questions, I'll be happy to answer them in person/ please come up and ask me/ please email me at this address and I'll do my best to answer them.

Ask no questions in the Q&A stage.
Keep asking more and more questions (without giving anyone else the chance to do so).
Ask a question which has already been answered by what your partner said in their presentation.
Ask a question which has already been answered in the Q&A stage (perhaps using different words to ask the question).
Interrupt and ask about something much earlier in the presentation, e.g. in the introduction.
Interrupt and ask about something which is on an earlier slide.
Ask about something which your partner is (probably or definitely) planning to talk about later.
Ask an off-topic question, e.g. about your partner's studies, hometown, or opinions on a story which is in the news.
Ask a question which probably doesn't interest the other members of the audience, e.g. a personal situation related to the presentation topic or knowledge of the presenter.
Ask a question which the presenter probably doesn't know the answer to, e.g. a statistic.
Ask a question which is not really question but really disagreeing, e.g. "Don't you think that...?" or "Isn't it true that...?", and then keep insisting.
Ask a difficult to understand question, e.g. a double negative like "Is it not true that people don't...?" or too much polite language like "I'd really appreciate it if possible if you could take the time to give me a detail or two about..."
Ask a question that in fact everyone would probably know the answer to, e.g. "What does (a basic word in English) mean?" or "Why do people like (something obvious like ice cream)?"
Interrupt to ask a question when the presenter is right in the middle of saying something, e.g. halfway through describing a chart.
Make a statement rather than asking a question, e.g. "Last week I..."

Interrupt repeatedly.
Show from your body language (facial expression etc.) that you have doubts, but don't interrupt.
Keep nearly raising your hand to ask a question, then change your mind and put it down again.
Ask a question which would have a really complex answer, e.g. "Why do humans...?" or "What is the history behind...?"
Interrupt and ask several questions in a row.
Ask a question which is (probably) too personal to answer.
Ask a question and wrongly restate the answer when you get it (to show your lack of understanding).
Ask a question which points out a (possible) contradiction in what has been said.

*Brainstorm phrases to deal with all of the situations above.*

*What general tips and generally useful language can you select from those phrases?*

*Without looking above, try to think of or remember at least two phrases with these functions:*

**Explaining the policy on questions**

**Inviting questions/ Starting the Q&A**

**Selecting people to ask questions**

**Commenting on the question**

**Checking if your answer was okay**

**Ending the Q&A**