

Reference Material

Managing the Question and Answer Phase of a Presentation

Extension Unit 2

of the starter course module

Academic Presentations in English

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Starter course

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For more information about the research project, see our website: <http://www.mumis-projekt.de/>

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1. The Audience:

language functions	English phrases
asking for a repetition	<ul style="list-style-type: none"> ▪ Sorry, I missed that. Could you say that again, please? ▪ Sorry, I didn't catch that. Could you repeat it, please? ▪ Could you say that again, please? ▪ Could you repeat that, please? ▪ I'm sorry, I didn't catch what you said about ... ▪ I'm sorry, could you repeat what you said about ...
asking for a definition	<ul style="list-style-type: none"> ▪ How would you define ...? ▪ What is your definition of ...? ▪ Could you please give me a definition for ...?
asking for a specification	<ul style="list-style-type: none"> ▪ Could you be a little more specific? ▪ What exactly do you mean by ...? ▪ What sort of ... were you thinking of? ▪ What exactly does ... mean? ▪ Could you specify ..., please? ▪ Could you be a bit more precise about ..., please? ▪ Could you expand a little bit on what you said about ...? ▪ Could you give more details, please? ▪ Could you explain that in more detail?
asking for an example	<ul style="list-style-type: none"> ▪ Could you give me an example of ...? ▪ Can you illustrate this with an example? ▪ What exactly are you thinking of? Do you have an example?
asking for sources	<ul style="list-style-type: none"> ▪ Is there any proof for this? ▪ Are there any studies to support this?
referring back to the presentation	<ul style="list-style-type: none"> ▪ As you mentioned earlier ... ▪ As you said before ... ▪ I would like to go back to what you were saying about ... ▪ You talked about ... ▪ Going back to the question of ...

expressing an opinion	<ul style="list-style-type: none"> ▪ It is my view that ... ▪ What I think is ... ▪ I am of the opinion that ... ▪ I'd say that ... ▪ I believe ... ▪ I take the view that ... ▪ I am convinced that ... ▪ As I see it, ▪ Personally, I believe ... ▪ I strongly believe that ...
agreeing with s.o.	<ul style="list-style-type: none"> ▪ Yes, you're right. ▪ I couldn't agree more. ▪ I think you're absolutely right. ▪ I fully support what you say. ▪ I totally agree
disagreeing with s.o.	<ul style="list-style-type: none"> ▪ I'm sorry, I can't agree with you ▪ I'm not sure I agree with you ▪ I don't really agree with you. ▪ I can see what you're saying, but ...
asking for proof	<ul style="list-style-type: none"> ▪ Is there any proof for this? ▪ Are there any studies to support this?
indicating a contradiction	<ul style="list-style-type: none"> ▪ This is in complete contradiction to ... ▪ This contradicts what X says about ...
indicating that a question has not been fully answered	<ul style="list-style-type: none"> ▪ That's not really what I meant. My question is about ... ▪ Perhaps I didn't make myself clear enough. What I asked was ... ▪ I understand that but what I really had in mind was ... ▪ Sorry, I'm still not clear about ...

2. The Presenter:

Starting the question and answer phase

language functions	phrases
encouraging questions and comments	<ul style="list-style-type: none">▪ Any questions?▪ Are there any [specific] questions?▪ We'll now have a short question and answer phase.▪ Are there any questions that you'd like to ask?▪ Are there any points that you'd like clarified?▪ I'd be happy to answer any questions.▪ If there are any questions, please feel free to ask.▪ I'm now open for your questions and comments.▪ That covers the main points. If you have any comments or questions, I'll be happy to hear them.▪ So that explains my main point. Does anyone have any comments or questions?

Clarifying – avoiding misunderstanding

asking for a repetition	<ul style="list-style-type: none">▪ Sorry, I missed that. Could you say that again, please?▪ Sorry, I didn't catch that. Could you repeat it, please?▪ Could you say that again, please?▪ Could you repeat that, please?▪ I'm sorry, I didn't catch what you said about ...▪ I'm sorry, could you repeat what you said about ...
asking for a specification	<ul style="list-style-type: none">▪ Could you be a little more specific?▪ What exactly do you mean by ...?▪ What sort of ... were you thinking of?▪ What exactly does ... mean?▪ Could you specify ..., please?▪ Could you be a bit more precise about ..., please?▪ Could you give more details, please?▪ Could you expand a little bit on what you said about ...?▪ Could you explain that in more detail?

	<ul style="list-style-type: none"> ▪ I don't fully understand your question. What do you mean by that? ▪ I'm not quite sure I understand what your question is aiming at.
asking for an example	<ul style="list-style-type: none"> ▪ Could you give me an example of ...? ▪ Can you illustrate this with an example? ▪ Do you have an example?
introducing the repetition of a question	<ul style="list-style-type: none"> ▪ Let me repeat that question to make sure everybody knows what we're talking about. ▪ I'd like to repeat that question for everybody.
introducing the paraphrase of a question/comment	<ul style="list-style-type: none"> ▪ So what you're asking/saying is that ... ▪ If I understood you correctly, you asked if ... ▪ X has asked if ... ▪ Let me check I understand. Are you asking ...? ▪ So you would like to know ...
Introducing a definition	<ul style="list-style-type: none"> ▪ It is essential to clarify exactly what is meant by ... ▪ What exactly do we mean if we talk about ...
introducing the expansion of a concept	<ul style="list-style-type: none"> ▪ Let me elaborate on that. ▪ I'll specify what I mean by... ▪ To be a little more specific one could say that ...
introducing an example	<ul style="list-style-type: none"> ▪ To give an example: ... ▪ An example of this can be found ... ▪ To illustrate this ... ▪ Let's see this through an example. ▪ For example, ... ▪ For instance, ... ▪ Let's look at some examples. ▪ So, let's say, for example ... ▪ In this particular example it's ... ▪ This will become clearer with an example. ▪ You only have to think of ...
introducing a comparison	<ul style="list-style-type: none"> ▪ Let's compare this with ... ▪ Let me draw a comparison. ▪ Perhaps a comparison can help to illustrate this.

conceding	<ul style="list-style-type: none"> ▪ OK, fair enough. I see what you mean. ▪ Perhaps I didn't make myself clear.
introducing a reaction to a question/comment from the audience	<ul style="list-style-type: none"> ▪ I'll try to explain that once again. ▪ I'll go over the main points once more.

Reacting:

redirecting the question back to the questioner	<ul style="list-style-type: none"> ▪ Interesting. What do you think? ▪ Could I ask you what your own view is? ▪ You seem to have thought a lot about this. What do you think? ▪ On what evidence do you base your view?
passing a question on to the whole audience	<ul style="list-style-type: none"> ▪ Would anybody like to comment on this? ▪ I would like to pass this question on to everyone. ▪ That's a question I would like to put to the audience. ▪ Does anyone have any experience with ...? ▪ Has anyone else heard of a similar problem before?
passing a question on to s.o. else	<ul style="list-style-type: none"> ▪ X, would you like to comment on this? ▪ This is a question I would like to pass on to X. ▪ X, I think you know more about this.
refusing to answer a question	<ul style="list-style-type: none"> ▪ That is far too complex a question to deal with here. ▪ I'm afraid we simply don't have time to deal with that today. ▪ I think the aim of this talk is to focus on ... rather than ... ▪ That's not something I've had time to deal with. ▪ I'm afraid I don't have that information with me. ▪ Answering this question would go too far.
postponing an answer	<ul style="list-style-type: none"> ▪ Could we come back to that later? ▪ I'd really prefer to deal with that point later. ▪ Can I get back to you on that?
acknowledging contributions	<ul style="list-style-type: none"> ▪ I'm glad you asked that. ▪ I can answer that immediately. ▪ That's a very good question. ▪ That's an especially interesting question because ...

agreeing with s.o.	<ul style="list-style-type: none"> ▪ I quite agree. ▪ That's a very good point. ▪ In think you're absolutely right. ▪ Exactly! ▪ I fully support what you say. ▪ I couldn't agree more.
disagreeing with s.o.	<ul style="list-style-type: none"> ▪ I'm afraid I can't agree with ... on this matter. ▪ I don't agree at all, I'm afraid. ▪ I see what you mean, but ... ▪ Isn't it really a question of ... ▪ But all the evidence suggests that ... ▪ Basically this is correct, but ... ▪ What makes you say that? I'm afraid I can't agree with ...
expressing doubt and reservations about a comment	<ul style="list-style-type: none"> ▪ I'm not sure about that. ▪ You may be right. ▪ I don't think I'd say that. ▪ Yes, but don't you think ...? ▪ I can see your point, but ... ▪ I think that's debatable. ▪ Perhaps, but don't you think that ... ▪ I see what you mean but ... ▪ I agree to some extent, but
referring back to the presentation	<ul style="list-style-type: none"> ▪ Well, as I mentioned earlier ... ▪ As I said before ... ▪ I would like to go back to what I was saying about ... ▪ Going back to the question of ...
ending the question and answer phase	<ul style="list-style-type: none"> ▪ Thank you for all your questions and comments. ▪ If there are no other questions, perhaps we should wrap it up here. ▪ Unfortunately that's all we have time for.

Go to <http://www.mumis-unicomm.de/> for the online version of **UniComm English!**

This dictionary is constantly updated and contains many more phrases for the various communication situations at German universities.