



# Question and Answer Techniques

## 1. Introducing the Question

### SIGNALLING A QUESTION

Excuse me,...(rising intonation)

Mr/Ms Smith...(rising intonation)

**If I could** come in here.

**Could I ask** a question here?

**I'd just like to ask** one question about (TOPIC)

**If I could just** put forward a question here...

### MAKING IT NON-THREATENING

#### 1. PRAISE THE CONTENT

**I'd like to first compliment you on** such an interesting talk/ presentation.

**Thank you for that** (adjective of your choice) talk.

#### 2. CLAIM IGNORANCE

I'm not	an expert in/on	this subject, <b>but...</b> (QUESTION)
	very familiar with	this field, <b>but...</b> (QUESTION)
	well acquainted	this topic, <b>but...</b> (QUESTION)

### FOCUSING QUESTIONS

**If we could just go back to that** graph/slide you had about/with...TOPIC + QUESTION

**I'd like to take** another/ a closer **look at...**(QUESTION)

**I didn't quite catch/follow** what you said about...TOPIC + QUESTION

You	mentioned	something	about...(TOPIC)
	said		that had to do with...(TOPIC)
	showed		dealing with...(TOPIC)
			concerning...(TOPIC)
			regarding...(TOPIC)

## 2. Question Techniques

### REQUESTING INFORMATION

My question is...	whether...?
Could you tell me...	how...?
I'd be interested to know...	what?
I'd like to know...	where?

I wondered if you could...	<b>explain</b> how/ what/ where...?
Do you think you could...	<b>elaborate</b> on how/ what/ where...?
Could you just...	<b>describe</b> how/ what/ where...?

### ASKING FOR CLARIFICATION

I'm not sure if I understood what you meant by... → Did you mean (that)...?

I'm afraid I didn't catch what you said about... → Did you say that...?

### CONFIRMING YOUR OWN IDEAS

Wouldn't you agree that...?      What's your view on/ concerning/ regarding...?

### EXPRESSING AN OPINION

It seems to me that...      From what I understand of this subject...

### SHOWING POLITE INTEREST

I thought it was quite interesting how.../ what you said about...

It was really quite interesting what you said about...

## 3. Answering Techniques

### BUYING TIME

Well, that's | an interesting/ good | question...  
                  | a rather difficult       |

I'm glad you asked that question...

What do you think?

### PARAPHRASING A QUESTION

If I understand you correctly, are you saying that...+ REPETITION?

If I've understood you correctly, do you mean...+ REPETITION?

So, what you're asking is...+ REPETITION?

### THINKING ALOUD

We-e-I-I, | how shall I put it?  
              | let me see...  
              | you see the thing is that...