

HANDLING QUESTIONS AFTER AN ORAL PRESENTATION

- Make sure you understand the question you are being asked
- Repeat it in your own words to check your understanding
- Ask the questioner to repeat the question if you didn't hear it well or understand enough to repeat it. This also gives you time to think of what to say!
- Repeat even a short or simple question to make sure that the audience has heard
- Answer to the best of your ability - Try to be brief
- If you don't know the answer, don't panic! Try one of these strategies:
 - Say that you don't know but offer to find the answer
 - Say that you don't know and ask if anyone else in the audience can give a brief answer
 - Say that you don't know and suggest a source where the person might find the answer
 - Say that you don't know but answer a related question
- To gain confidence, "plant" a few questions you have made up in advance by writing down suggestions and giving them to your friends. This way, their hands will go up first and you can start off answering questions you know. This may also direct later questions to parts of the topic you are able to answer
- If no one has a question, answer a question you have prepared in advance by saying, "An important question that often comes up is . . ."

