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Q&A WITH RAN

R.A.N is a simple, three-step process to answer questions after a presentation. It can be used when you are not sure of the question, or when you need to confirm the question. It will also give you some time to think of an answer, and it will make sure all members of the audience can hear the question. Here are the three steps:

KEY LANGUAGE

Step 1: Rephrase the question or Repeat the question

- ✓ Let me confirm, your question is about / are you asking about ...?
- ✓ So, what you're asking is / You're asking ...?
- ✓ If I understand you correctly, you want to know ...

Step 2: Answer the question

- ✓ We plan to move in December. Does that answer your question?
- ✓ The new factory will be completed next year. Have I answered your question?

Step 3: Ask for the Next question

- ✓ Next question, please.
- ✓ Are there any other questions?
- ✓ I'll be happy to answer another question now.

EXAMPLE DIALOGUES

Person A: When is Micron's new factory opening?

You: Let me confirm, are you asking about the opening of the new plant in Singapore?

Person A: Yes.

You: Thank you. The new plant will be completed in 2025. Are there any other questions?



Person B: Do you think there will be any delays to the schedule?

You: Thanks for your question. Are you asking if there will be any delays?

Person B: That's correct.

You: At the moment, I don't think there will be any delays. Next question, please.

Person C: Can you tell me how much this new factory will cost?

You: You're asking how much the new factory will cost?

Person C: Yes.

You: The total cost will be about 30 million dollars. I'll be happy to take one more question now.

REVIEW!

Review the 6-step opening and transitions with your instructor using the space below to take notes. Try to recall:

- 1) The 6-steps
- 2) Key language for transitions
- 3) Key language on how to handle difficult questions.



YOUR TURN!

Select a topic below to talk about for 3 minutes. Use the 6-steps and transition language to structure your presentation.

Your instructor will ask you questions.

Answer their questions using RAN.

- 1) A general description of your duties at work.
- 2) A current project at work.
- 3) One of your hobbies or interests.
- 4) Your choice!



Click [here!](#) for example dialogues, audios and videos!