

# March 2025 OPEN Intermediate Workshop

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HANDLING  
QUESTIONS IN  
Q&A SESSIONS



# Handling Questions in Q&A Sessions

You can prepare a script for a presentation in advance, but **the Q&A session that follows it can be a challenge**. To help yourself be ready for the questions in this session, you should:

- Anticipate the questions you will be asked and prepare answers in advance.
- Listen carefully to each question to be sure of its meaning.
- Be aware of phrases you can use while answering questions.

In this workshop, you will learn some **useful phrases** to help you **deal with the questions you will be asked during Q&A sessions** following presentations.

# Handling Questions 1

## Inviting Questions

- Are there any questions?
- Does anyone have any questions?
- If you have any questions, I'll be pleased to answer them.
- And now I'll be happy to answer any questions you may have.



# Handling Questions 2

## Commenting on the question

- Thank you for that question. (*I'll do my best to answer it*).
- That's a very good question.
- I'm glad you (*asked me that / brought that up*).
- That's (*a good / an interesting*) point.

## Hesitating phrases to buy time

- Hmm, let me see ...
- Let me think about that (*for a moment*).
- Let me take a few seconds to gather my thoughts.
- I need a moment to think how to answer this.



# Handling Questions 3

## Unable to hear the question

- Sorry, I couldn't hear you. Could you say that again, please?
- Sorry, I (*missed / didn't catch*) that. Could you repeat your question, please?

## Unable to understand the question

- I'm afraid I don't understand. Could you please rephrase the question?
- Sorry, I don't (*quite*) understand the question. Could you clarify it for me?
- I'm sorry, but I don't quite (*follow / understand*). Could you explain that some more?





# Handling Questions 4

## Confirming the question

- So, if I understood you correctly, you would like to know ...
- Let me check that I have understood your question. You're asking me if ...

## Checking whether the questioner is satisfied with your answer

- Does that answer your question?
- Have I answered your question?
- Is that (*clear / okay*) now?
- Does that make sense?



# Handling Questions 5

## Deferring Questions (Unable to answer)

- I'm afraid I don't have that information with me now. I'll look into it and get back to you.
- I'm sorry, but I don't know the answer to that question. I'll follow up with you later.
- I'm afraid I don't currently have that information to hand. Would it be okay to get back to you on that?
- I'm afraid I'm not in a position to answer that question at the moment.

## Delegating Questions

- Matsuda-san, would you be able to answer this question for me, please?
- Let me pass this over to Sato-san who is very knowledgeable about this area.
- Takahashi-san is an expert in this area, so perhaps I could ask her to answer your question.



# Handling Questions 6

## Postponing Questions

- If you don't mind, I'll come back to this point (*later in / after*) my presentation.
- Would you mind waiting until the question and answer session at the end?
- Perhaps we could go over this after the presentation.

## Closing the Q&A Session

- I think we have time for one more question.
- If there are no more questions, I'll finish there. Thank you very much.
- So if there are no further questions, I guess we can bring things to a close.





# Example Q&A Session

**Presenter:** Okay, so that concludes my presentation. **Are there any questions?**

**Question 1:** I have a question about the delivery date of the new parts. Could you tell me when they will be delivered?

**Presenter:** **Sorry, I missed that. Could you repeat your question?**

**Question 1:** Sure. When will the new parts be delivered?

**Presenter:** Thank you. They will be delivered at the end of next week. **Does anyone else have a question?**

**Question 2:** What's the deadline for the installation of this new tool?

**Presenter:** **That's a good question, but I'm afraid I don't have that information with me now. I'll follow up with you later.** Would that be okay for you?

**Question 2:** Yes, that's fine.

**Presenter:** Thank you for your understanding.

# Workshop activity

## Handling questions in a mock Q&A session

1. The presenter says a few sentences about a recent activity at work or in their free time.
2. The presenter invites the other members to ask questions.
3. After each question, the presenter uses a phrase or strategy from this workshop.
4. You may have to imagine that you didn't hear, didn't understand, or don't have the information to answer the question.
5. The presenter closes the Q&A session.

## Workshop activity – Useful Phrases

- Are there any questions? / Does anyone have any questions? / And now I'll be happy to answer any questions you may have.

- Thank you for that question.
- That's a very good question.
- That's a good point.

- Hmm, let me see ...
- Let me think about that (for a moment).
- Let me take a few seconds to gather my thoughts.
- I need a moment to think how to answer this.

- Sorry, I couldn't hear you. Could you say that again, please?
- Sorry, I didn't catch that. Could you repeat your question, please?

- I'm afraid I don't understand. Could you please rephrase the question?
- Sorry, I don't understand the question. Could you clarify it for me?

- So, if I understood you correctly, you would like to know ...
- Let me check that I have understood your question. You're asking me if ...

- Does that answer your question?
- Have I answered your question?
- Is that clear now?

- I'm afraid I don't have that information with me now. I'll look into it and get back to you.
- I'm sorry, but I don't know the answer to that question. I'll follow up with you later.

- If there are no more questions, I'll finish there. Thank you very much.
- So if there are no further questions, I guess we can bring things to a close.