

## Requests and offers in business presentations with imperative presentation

*Try to do as many of these things as you can as you roleplay giving and attending business presentations.*

### **Presenter:**

- Explaining your policy on the audience asking questions
- Dealing with interruptions
- Inviting questions/ Starting the Q&A
- Indicating whose question you will answer next (pointing with an open hand)
- Checking the meaning of the question/ what they want to know
- Asking people to wait
- Offering to answer the question later/ another way
- Mentioning future contact/ Giving sources of more information

### **Attendees**

- Interrupting the presenter
- Going back to particular parts of the presentation (a particular slide, etc)
- Starting indirect questions/ polite questions
- Checking/ clarifying questions
- Asking for more information/ more details
- Asking follow up questions/ more questions after the answer

*Brainstorm useful phrases for doing the things above.*

*Use imperatives like “Please + verb” and requests like “Can/ Could...?” in as many categories above as you can.*

*Compare your phrases with the suggested answers on the next page. Many other phrases are possible, so please check if you wrote something different.*

*Why are these phrases wrong?*

- Please let me finish this part.
- Please wait.
- Please go back to.../ Please bring up the second slide.
- Please tell me...
- Please explain...
- Please give me an example of...
- Please tell me more about...

*Why are the examples of please + verb in the suggested answers below okay? What function do all the good examples of please + verb have?*

## **Suggested requests and offers in business presentations**

*Many other phrases are possible, so please check if you used or wrote a different phrase.*

### **Presenter**

#### **Explaining your policy on the audience asking questions**

- If you have any questions, please feel free to ask at any time/ to interrupt.
- If you have any questions, there will be a Q&A session/ time for questions at the end.

#### **Dealing with interruptions**

- (Name), do you have a question?
- Can I just finish this part?/ Sorry, if you have any questions, there will be a Q&A session at the end/ time for questions at the end.

#### **Inviting questions/ Starting the Q&A**

- If you have any questions, please raise your hand.

#### **Indicating whose question you will answer next (pointing with an open hand)**

- Please go ahead./ (Please) fire away.
- Yes, what was your question, please?
- Yes, what would you like to know?

#### **Checking the meaning of the question/ what they want to know**

- So, you are asking...?
- So, if understand you correctly, you want to know...?
- Can I just check...?

#### **Asking people to wait**

- Just a moment while I.../ Just a minute, I'll...

#### **Offering to answer the question later/ another way**

- Sorry, I don't have that data with me now/ that will take too long to explain, but I'll get back to you.../ let's.../ please come up and talk to me after...

#### **Mentioning future contact/ Giving sources of more information**

- If you need any more info, please email me at this address/ please click on this link/ please search for the terms "..."

### **Attendees**

#### **Interrupting the presenter**

- Sorry, (before you go on) can I just ask one question/ just check...?

#### **Going back to particular parts of the presentation (a particular slide, etc)**

- Sorry, can we go back to.../ can you bring up the second slide?

#### **Starting indirect questions/ polite questions**

- Can I ask...?/ Can I check...?/ Could you tell me...?

#### **Checking/ clarifying questions**

- Can you explain...?/ Can you give me an example of...?

#### **Asking for more information/ more details**

- Can you tell me more about...?

#### **Asking follow up questions/ more questions after the answer**

- Sorry, could ask just one more thing?