

Worksheet

Ask and manage questions in a Q&A

Student name: _____

Class: _____

Date: _____

Practice

1 Order the words to complete the sentences. Then decide if they are used to ask questions (A) or manage questions (M).

- a** _____ question? _____
your / answer / that / Does
- b** Anyway, to _____ was saying, ... _____
I / back / get / to / what
- c** Can I ask _____ until the end? _____
hold / you / question / to / that
- d** Would you _____ quick question? _____
if / asked / mind / a / I
- e** I wanted to _____ changing our mindset. _____
what / meant / you / by / ask
- f** Could you tell _____ the new app? _____
more / bit / us / about / a
- g** _____, thank you for asking. _____
thoughtful / a / What / question
- h** I can't answer that now, but I'll _____ this. _____
find / more / about / to / out / try

2 Now match the intentions below (1–8) to the sentences in Exercise 1 (a–h).

- 1** Delaying a question for after the presentation. _____
- 2** Admitting they don't know the answer yet. _____
- 3** Checking the answer was satisfactory. _____
- 4** Complimenting the audience member and buying some time. _____
- 5** Asking for clarification on something the presenter said. _____
- 6** Returning to the presentation after answering a question. _____
- 7** Asking for further information on a topic. _____
- 8** Interrupting the presenter to ask a question. _____


3 **01** You're going to listen to a presentation about safety at work. As you listen, prepare three questions for the speaker.

- ask them to clarify what they meant
- ask them for more details
- talk about something else (related to the topic)

- 1** _____
- 2** _____
- 3** _____

TIP

When you are noting down questions to ask at the end, make sure the speaker doesn't answer them later in the presentation.


- 4**  **Imagine you are the speaker in Exercise 3. Your partner will ask you their questions. You can make up the answers!**
- 5** **Prepare a short presentation of 2–3 minutes on a topic you are familiar with. Don't write every word, but make notes. Think about what questions people could ask you at the end.**

TIP

When you are preparing for the Q&A session, think about the questions the audience can ask you about the topic, and divide them into two categories:

- 1** Questions you can answer
- 2** Questions you cannot (or don't want to) answer

That way you won't be surprised, and can deal better with any tricky questions.

- 6**  **Deliver your presentation.**
- Your group will listen and ask one or two questions during the presentation and more questions at the end.
 - When you are answering, try to use the phrases from Exercise 1 and the Factsheet.

Reflect

- 7** **Think about how you managed the questions.**
- Did you use any of the phrases from the Worksheet and the Factsheet?
 - Would you do anything differently next time?