Business Presentations
Advanced

Session 1: Asking Questions
Learning Objectives

Advanced

In this session, you will:

- Work on asking for clarification of points made during a presentation.
- Practice paraphrasing what is heard during a presentation in order to confirm understanding.
- Practice asking follow-up questions on points made during a presentation.
Let’s Get Started

Advanced

Here are a number of phrases you might hear from participants during presentations. Match the halves to complete each request for clarification, follow-up question, or paraphrasing statement.

1. Could you  
2. In other words,  
3. Let me see  
4. I’m not sure I understand  
5. Are you saying that the company  

a. what you mean by reduced demand.  
b. needs to focus on teenagers?  
c. if I understand you correctly.  
d. give an example of the new benefits?  
e. we need to change our focus.
## Asking / Paraphrasing to Understand

### Advanced

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<td>Would you mind giving us an example?</td>
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<td>Could you be more specific, please?</td>
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<td>Concerning what you said about..., + question</td>
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<td>Could you elaborate on that?</td>
<td>From what I understand...</td>
<td>I’d like to hear more about...</td>
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<td>What exactly are you trying to say?</td>
<td>What you’re saying is...</td>
<td>You stated that..., + question</td>
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Let’s Practice

Advanced

Here are cues taken from some of different presentations on a variety of business topics. Read each situation. Next, use the target language to ask for clarification, paraphrase in order to confirm information, or ask a follow-up question.

Example: You’d like an example of a product that doesn’t appeal to people in their twenties.

Would you mind giving us an example of a product that doesn’t appeal to people in their twenties?

• You’ve understood that the presenter feels it’s important to hire more staff to meet production deadlines.
• You’d like to have more information about when the launch of the new application will take place.
• You think that the presenter feels it’s important to develop new clothing rather than focus on new shoe styles.
• You don’t understand the presenter’s statement “We aren’t meeting our customers’ needs.”
Let’s Speak
Advanced

Role-Play 1: Computer Product Launch

Learner: You are a marketing manager at a computer hardware manufacturer, and you just gave a presentation announcing the launch of two new computer models. Be prepared to answer questions.

Coach: You are a sales representative at the company. You just attended the presentation. You would like to clarify current market conditions, as well as double-check and follow up on important information for your sales teams.

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Role-Play 2: Artificial Intelligence

### Advanced

**Learner:** You are an expert in IT and you just gave a presentation on AI in the workplace.

**Coach:** You are an IT specialist, and you attended this presentation on artificial intelligence. You want to double-check how AI will benefit both companies and consumers and get further information on the specific changes that will be made when AI is implemented.

Try to use the target language learned in this session.

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**Apply It!**

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Practice asking follow-up questions.

Coach: Present your ideas on a current project you are working on.
Learner: Listen to the ideas. At the end, ask three follow-up questions based on what you heard.