Business Presentations
Intermediate

Session 1: Asking Questions
Learning Objectives

Intermediate

In this session, you will:

• Think of questions you have asked in presentations.
• Ask for clarification.
• Practice paraphrasing to confirm understanding.
• Ask follow-up questions.
Let’s Get Started

Intermediate

Share with your coach some questions that you have asked in presentations.

For example:

• When is the deadline for the project?
• What’s next?
• Are those sales figures accurate?
• Why do you think profits are up?
• Can you tell me more about the benefits of the new product?
# Asking and Paraphrasing to Understand

**Intermediate**

When you attend presentations, it’s important to make sure that you understand the information presented. You can ask for clarification, paraphrase to confirm what you have understood, and ask follow-up questions.

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Let's Practice
Intermediate

Learner: You are an HR manager. Give an update on the latest changes to benefits at your company.

Coach: You want to double-check that the you understood everything about the new benefits and ask questions to find out more details.

For example:

Clarify:
I’m not sure what you mean when you say benefits will increase.

Paraphrase to Confirm:
So what you are saying is employees will receive extra vacation?

Follow-up:
Can you tell me more about the new health care provider?

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Let's Practice
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Learner: Explain in detail a new project that your team will be working on.

Coach: Ask for clarification, paraphrase to confirm, and ask follow-up questions.

Examples:

Clarify:
Can you explain exactly what my role will be?

Paraphrase to Confirm:
In other words, we will work on this new project at the same time as our three other projects.

Follow-up:
Can you tell me more about the client's specific requirements?

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Practice asking for clarification on information you hear.

Coach: Talk about your responsibilities in your job.

Learner: Ask for clarification when you do not understand something. Paraphrase to confirm understanding. Ask follow-up questions.