Participating in Meetings
Advanced

Session 3: Checking Your Understanding
Learning Objectives

Advanced

In this session, you will:

• Talk about your past experiences of asking for clarification.
• Practice asking for clarification.
• Practice asking someone to elaborate or provide more information.
Let’s Get Started

Advanced

What Was That?

Think of an experience when you were in a meeting or at work, and you did not understand something your manager said. What did you say to ask for clarification? What clarification phrases did you use?
Requesting More Information

Could you explain in more detail?  
How much does it cost?  
How large, long, expensive, small, etc.  
What type of...?  
What kind of...?

Could you tell me...?  
Do you happen to know...?  
Could you find out...?  
Is it/are they?
Let’s Practice
Advanced

You work at an advertising company. What questions might you ask in the following situations in order to receive more information? Refer to the language listed in the previous slide if you need to.

1. Management postponed this week’s staff meeting until next week.

   Do you happen to know why this week's staff meeting has been postponed until next week?

2. Your co-worker is moving to a new city, but is still going to work for your company.

3. A co-worker tells you that he/she can’t meet a deadline for your project.

4. Your director asks you to help others on a marketing project.

5. A customer notifies you of delays on a number of products that you need.
Apply It!
Advanced

Role-play a conversation about your own company’s products or services. Introduce a real product or service that your company provides. Use the questions below to help you begin but add any information you think is important. Your coach will then ask for more information, for clarification, or for confirmation about the product or service that you talked about. Below are some questions to get you started.

- What does your product or service do?
- How much does it cost?
- Where can you buy it?
- Who are your customers or clients?
- What do you do at the company?