

Tips for Handling Questions

- Be prepared to answer the questions asked by the audience at the end of your presentation (Anticipate questions as you prepare your presentation. What might someone want to know?)
- Be calm, wear a smile on your face and breathe before you answer a question
- Show confidence and reply slowly and clearly
- Keep eye contact
- Project your voice so that everyone can hear you
- Say “I don’t know” or “I am not sure” or “That’s a really interesting question that I need to consider, thank you” if you really don’t know
- Ask the person to repeat the question slower and clearer in case you didn’t understand the question (This also gives you time to think.)
- Repeat the question in your own words if needed to make sure that this is what you were asked (This is always a good idea as you are then more certain that you are answering the question the person has asked.)
- Try to be short and to the point so that there is enough time for everyone to ask their questions
- Thank the people for their questions at the end