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UNIT 6: ANY QUESTIONS

15000015 English for Presentation

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OBJECTIVES

- **Vocabulary**

- identify how to respond to the questions and understand the context.

- **Language**

- determine how to use Polite Questions, Anticipate questions, and deal with them.



interruptions.



OBJECTIVES

- **Speaking**

- talk about making questions related to direct and indirect questions and anticipating questions.

- **Listening**

- understand the four presenters and determine how with o deal interruptions



interruptions.

OBJECTIVES

- **Reading and Writing**

- understand the opinions of 5 people.





LET'S BEGIN WITH WEEK 12

WHERE YOU WILL LEARN THE FOLLOWING

- identify how to respond the questions and understand the context.
- determine how to use Polite Questions, Anticipating questions and dealing with interruptions.
- talk about making questions related to direct and indirect questions and anticipating questions.





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**LET'S
WARM UP**

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HOW TO PLAY:

1. PLAYERS MUST WALK AROUND AND ASK OTHERS THE QUESTIONS IN THE SQUARES.
2. IF SOMEONE ANSWERS "YES," THEY WRITE THAT PERSON'S NAME IN THE SQUARE.
3. THE FIRST TO COMPLETE A ROW (HORIZONTAL, VERTICAL, OR DIAGONAL) SHOUTS "BINGO!" 🎉

BINGO GAME

Custom Bingo Game (Find Someone Who...)

B	I	N	G	O
Has traveled to another country 🌍	Speaks two or more languages 🗣️	Loves to read books 📖	Plays a musical instrument 🎵	Has met a famous person ⭐
Can cook a special dish 🍳	Has a pet 🐾	Is good at math ➕	Loves to dance 💃	Has done something adventurous 🏔️
Exercises regularly 🏃	Enjoys learning new things 🎓	FREE SPACE ✅	Has been on TV or radio 📺	Knows how to swim 🏊
Has given a public speech 🎤	Can write with both hands ✍️	Loves to draw or paint 🎨	Has a unique hobby 🍀	Can name 5 countries 🌐
Loves spicy food 🌶️	Has volunteered for a cause ❤️	Can whistle a tune 🎵	Has a collection of something 🏆	Can solve a Rubik's Cube 🧩

VOCABULARY

Work with a partner. Ask each other the questions below and make a note of the answers. Then tell the class what you found out.

Do you prefer questions during or after the presentation? Why?

How do you feel about the question period at the end of a presentation?

How do you prepare for the question period?

VOCABULARY

Work with a partner. Ask each other the questions below and make a note of the answers. Then tell the class what you found out.

How do you deal with questions you don't want to answer?

What do you do if you can't answer the question?

How do you deal with dominant participants?

Do you remember a presentation in which questions were handled well/badly? What do you think went right/wrong?



ASKING POLITE QUESTIONS

There are different ways of asking questions in English. If you want to be more polite (and less aggressive), it is better to use less direct questions.

LANGUAGE

Discussion on Direct vs. Polite (Less Direct) Questions

Direct questions are more concise but may sound too blunt or demanding, especially in professional or formal settings.



LESS DIRECT QUESTIONS

Direct Question

Where is the meeting?

What time does the office close?

Did you finish the report?

Who is responsible for this task?

LANGUAGE

Polite (Less Direct) Questions

Less Direct (Polite) Question

Could you tell me where the meeting is?

Do you mind if I ask what time the office closes?

Would you be able to let me know if you finished the report?

Could you let me know who is responsible for this task?



Additional Politeness Techniques

To make questions even more polite, you can:

- Use modal verbs (could, would, might)
- Example: "Would you be able to help me with this?"

LANGUAGE

Use indirect speech (instead of asking a question directly)
Example: "I'd like to know when the project will be completed."

Discussion on Direct vs. Polite (Less Direct) Questions

Add softening phrases (I was wondering, I'd appreciate it if...)
Example: "I was wondering if you could send me the details."



When to Use Each Type

Use direct questions in informal settings, among friends, or when a quick response is needed.

LANGUAGE

Polite (Less Direct) Questions

Use polite questions in professional environments, formal meetings, emails, or when speaking to someone you don't know well.



ANSWER THE FOLLOWING

1. May I ask if there are any other options?
2. Do you mind telling me what that would mean for us?
3. May I ask

LANGUAGE

Polite (Less Direct) Questions

4. Can you tell me

5. Would you mind telling me

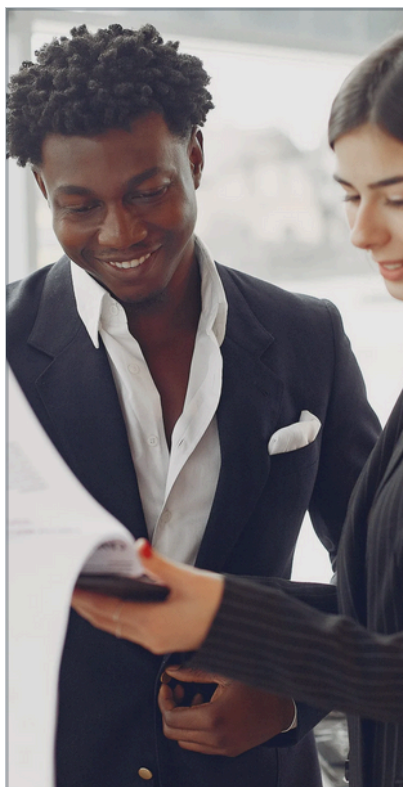
6. Could you tell me

LET'S MATCH THIS TO THIS ANSWERS TO THE QUESTIONS

INSTITUTIONAL
COUNCIL OF INDIA



1. May I ask if there are any other options?
→ a. Of course. Basically, we have two alternatives. ...
2. Do you mind telling me what that would mean for us?
→ b. Well, first of all, more work for each of us.
3. May I ask if you have already contacted the London office?
→ c. Yes, we will. I've already contacted the London office.
4. Can you tell me if you will provide handouts with the latest data?
→ d. Yes. As I said earlier, I'll be passing out handouts with the latest data.
5. Would you mind telling me how our company is performing in the market?
→ e. Very well. At the moment, we are market leader.
6. Could you tell me if the results are based on the latest study?
→ f. Not at all. They are based on the latest study.



SPEAKING

It's your turn now. Practise the phrases from this unit using the checklist.

CHECKLIST FOR QUESTIONS

- ✓ 1 Listen carefully.
- ✓ 2 Make sure you have understood the question correctly.
- ✓ 3 Reformulate the question in your own words.
- ✓ 4 If you want to postpone the question, say why politely.
- ✓ 5 If you don't know the answer, say so and offer to find out.
- ✓ 6 Answer irrelevant questions politely but briefly.
- ✓ ~~7 Check that the questioner is satisfied with your answer.~~



THIS IS THE END OF WEEK 12

WHERE YOU LEARNED THE FOLLOWING :

- **Vocabulary:** Questions about during or after presentations pg.50
- **Language practice:** *Direct Questions and Less Direct Questions, Anticipating Questions and dealing with interruptions pp.53,54,55*
- **Speaking:**
Practice the phrases.





LET'S MOVE ON TO WEEK 13

WHERE YOU WILL LEARN THE FOLLOWING

:

- understand the four presenters and determine how to deal with interruptions
- Understand the opinions of 5 people.



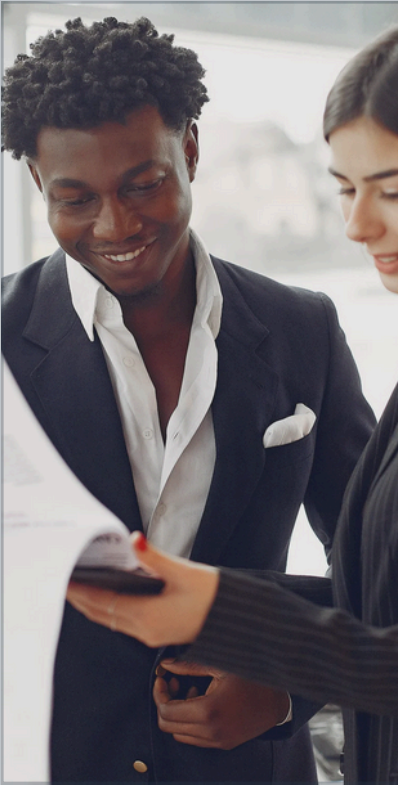


LISTENING

Sometimes you have to deal with interruptions or unexpected questions during your presentation. Listen to the following excerpts from four different presentations and say in which one the presenter:

- 2** a □ postpones answering the question.
- 1** b □ deals with an aggressive question.
- 4** c □ explains a term that somebody doesn't understand.
- 3** d □ deals with a difficult question.

https://www.youtube.com/watch?v=_K0CAFXTZ58T-275



READING AND WRITING

OUTPUT

Look at what these people say about the question and answer session.

Which opinion(s) do you agree with?

PERSON 1

For me, the question and answer session is the most difficult part of a presentation. I don't like it at all. You never know what questions will be asked, so you can't really prepare. I always feel extremely nervous. The problem is you have to say something quickly and don't have the time to think of a clever reply.



READING AND WRITING

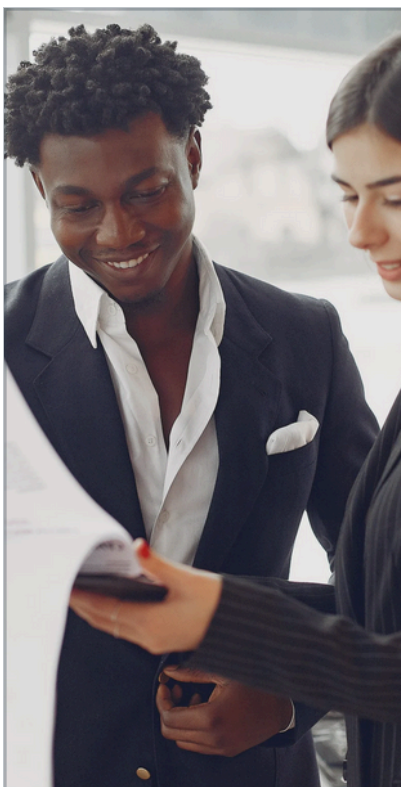
OUTPUT

Look at what these people say about the question and answer session.

Which opinion(s) do you agree with?

PERSON 2

If you ask me, most questions aren't really questions at all. It seems as if a lot of people ask questions not because they want to get an answer but because they want to show the other participants how clever they are or how funny or whatever. I think some people just want to show off or be the center of attention.



READING AND WRITING

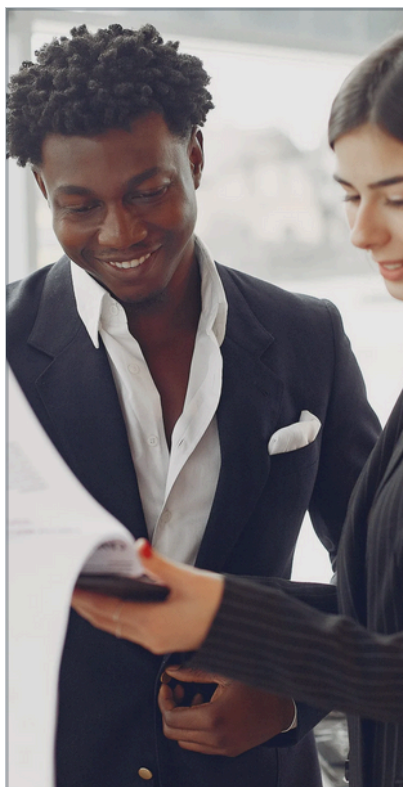
OUTPUT

Look at what these people say about the question and answer session.

Which opinion(s) do you agree with?

PERSON 3

I like the way questions are asked by American audiences. My experience is that they usually stop speaking during the presentation before they start asking questions. I think that's a very good thing because the questions show more respect to the presenter and this also helps to create a more useful and friendly atmosphere during the question period.



READING AND WRITING

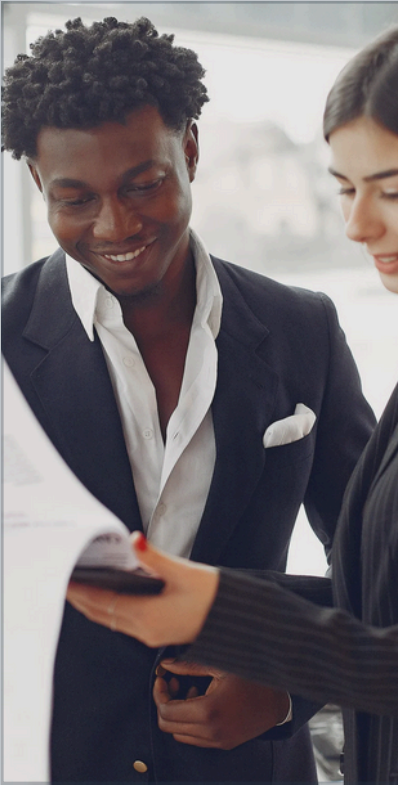
OUTPUT

Look at what these people say about the question and answer session.

Which opinion(s) do you agree with?

PERSON 4

I think it's important to try and predict all the questions you might be asked. Then it's a good idea to think of possible answers and ask other people to ask. Then I think it's a good idea to think of possible answers and ask other people to ask. Then I think it's a good idea to think of possible answers and ask other people to ask. Then I think it's a good idea to think of possible answers and ask other people to ask. Then I think it's a good idea to think of possible answers and ask other people to ask. Then I think it's a good idea to think of possible answers and ask other people to ask.



READING AND WRITING

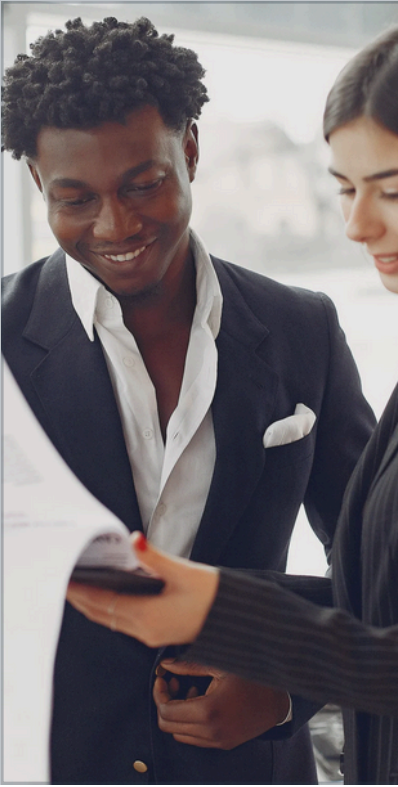
OUTPUT

Look at what these people say about the question and answer session.

Which opinion(s) do you agree with?

PERSON 5

You need to decide when you want to answer questions. Allowing questions during your talk usually creates a richer and more stimulating atmosphere. You can answer questions directly and involve the audience in the discussion. However, if your time is limited or the subject is very complex, it may be better to ask the audience to ask questions after your talk, so you can be sure that your time frame is very tight or the topic is rather complex.



READING AND WRITING

OVER TO YOU

- Do you usually answer questions during or after your talk? Which do you prefer?
 - What other tips can you think of for preparing for the question period?
 - How often do you present to an English-speaking audience? How different is it from presenting to an audience in your own language?
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THAT IS THE END OF WEEK 13

WHERE YOU WILL LEARNED THE
FOLLOWING :

- Listening:
Listen to the four Presenters pp.54 no. 7
- -Reading/Writing:
-the opinions of 5 people pg. 55





RESOURCES

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=_-K0GAFXTZS&T=27S](https://www.youtube.com/watch?v=_-K0GAFXTZS&T=27S)





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THANK YOU

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