10A Q&A sessions

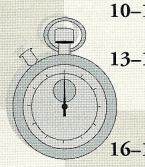
8 The stopwatch game

1 You are going to take part in a Q&A game. Imagine you work in the automotive industry and have just given or attended a presentation concerning a proposed joint venture with a foreign competitor to develop a new hybrid electric vehicle.

2 Work with a partner. Take it in turns to check what number the second hand is pointing to on your watch and then read out the question next to that number below. Begin each question by saying: 'Excuse me, I have a question.'

3 If it's a neutral question, your partner should just repeat it back to you. But if it's hostile (marked in red), they should try to rephrase it more neutrally. It's OK to ask the same question twice. Remember, you don't need to actually answer the questions. Just see how quickly and effectively you can respond!

46–48	Where would the engines be manufactured?
49–51	Aren't you underestimating the cultural problems?
52–54	Can you tell us how far you've got with R&D?
55–57	Are you honestly expecting the go-ahead today?
58–60	Can you show us the sales forecasts again?
1–3	Could you just go over the project timeline again?
4–6	Have you budgeted for possible project overruns?
7–9	Why can't you give us a complete cost breakdown?
10–12	Who would be responsible for the design of the vehicles?
13–15	How can you justify the enormous risks involved in this?
31–33	You realise we have zero experience in this sector?
34–36	Could you just clarify your position on marketing?
37–39	Can I ask you who would own the patents?
40–42	Aren't you overlooking the competition?
43–45	How much market research have you done?
16–18	Would you recommend keeping production in-house?
19–21	Surely you're not suggesting we import components?
22–24	Do we have the right level of technical expertise?
25–27	How would this venture affect our existing business?
28–30	If this is such a great idea, why haven't we done it before?



9 The hot-seat game

1 Work in groups. Each of you should prepare a 2-minute talk on a subject you know quite a lot about. It shouldn't be too technical unless you are working with people in the same business as you. It could just be something very simple like a hobby or an interest.

2 Take turns 'in the hot seat' and give your talks. Present slowly and clearly and make sure you introduce and structure your presentation properly.

3 The other people in your group should each ask at least three of the six types of question you've studied:

- A good question, e.g. ask for more information, raise an interesting related issue
- A difficult question, e.g. ask something very technical, perhaps for an exact figure
- An off-topic question, e.g. ask about something which has no connection with the talk
- An unnecessary question, e.g. ask for something that the presenter has already mentioned
- A multiple question, e.g. ask two or three separate questions at the same time
- A hostile question, e.g. ask something that contradicts the presenter or questions their credibility

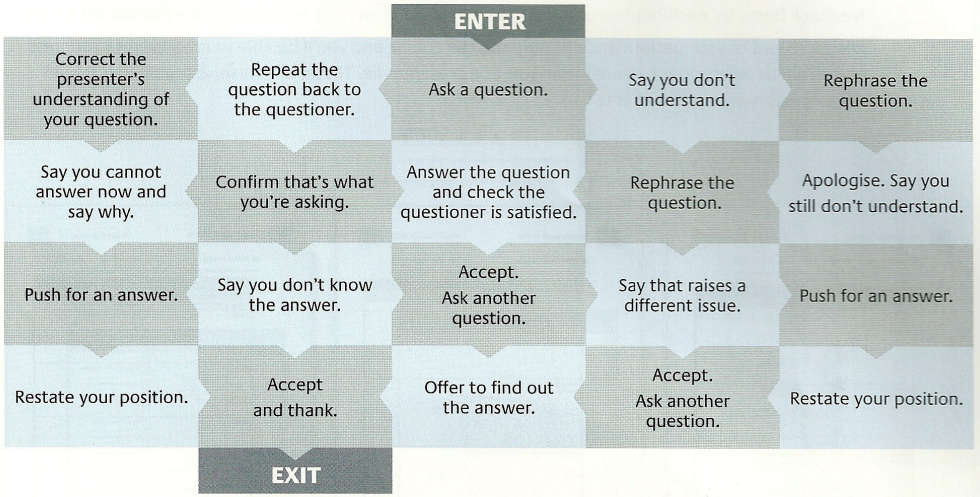
They should interrupt you to ask their questions as you speak. Try to deal with each question in an appropriate way.

10B Q&A sessions

8 Question maze

1 Work with a partner. Choose a subject you both know well and prepare six or seven questions each on the topic.

2 Now enter the maze below, taking turns to be the presenter and questioner. The questioner's instructions are in the grey boxes and the presenter's in the blue boxes. Use the questions you prepared to conduct your Q&A and follow the arrows until you reach the exit. See how many different routes you can find.



9 The last Q&A

1 Look again at the presentation you prepared in **1–3** on page 48 and prepare to give it in full. If you can, design a few visuals to support you.

2 The rest of your group should listen to your presentation and take notes on questions they want to ask. Hold a Q&A session at the end. Questioners should properly contextualise their questions before asking them. Presenters should repeat or rephrase the questions before answering them. The question-generator below may help you:

CONTEXT ▶	ZOOM IN ▶	QUESTION
When you were ...	**You ...**	**Could you just ...**
talking about	mentioned	... elaborate / expand on that ? ■ ... say a bit more about that? ■ ... give us an example of what you mean? ■ ... tell us how you arrived at that figure? ■ ... go over that again (in more detail)?
telling us about	spoke about	
describing	referred to	
presenting	suggested	
outlining	questioned	
considering	emphasised	
discussing	recommended	
dealing with	gave the impression	Do you have any data to support that? ■ Are you in a position to tell us whether ...? ■ Where did you get your information on ...? ■ Have you done any research into ...? ■ How can you be (so) sure that ...? ■ Have you taken account of ...? ■ How would you respond to the criticism that ...? ■ How do you propose to deal with / solve the problem of ...? ■ Have you thought about what might happen if ...? ■ Aren't you overlooking the fact that ...?
evaluating	made the point that	
explaining	quoted a figure of	
summarising	showed us a slide	