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B2 PRESENTATIONS ≈ 27 MIN

Handling Questions (Q&A) — *practice on paper*

You know the Q&A sequence — now respond to new questions with warmth, clarity, and control.

Q&A: **acknowledge → clarify or defer → bridge back** ; match the phrase to the **pressure and topic** .

NAME _____ DATE _____

YOUR BUILD 1 · SORTING 2 · FILL-IN 3 · CORRECT 4 · WRITE

BRICK 1 · SORT BY Q&A FUNCTION · APPROX. 4 MIN

Sort each English response by its main function. Use the answer key to check how it guides the Q&A.

That's a useful question | A moment while I think | Could I check what you mean?

Is the delay your concern? | Let me confirm your main concern | Could we return to that later?

You'll receive the number later | That sits beyond today's topic | Our main priority is...

What outcome would help you most?

ACKNOWLEDGE & CLARIFY	DEFER & BRIDGE BACK

BRICK 2 · COMPLETE THE FITTING RESPONSE · APPROX. 6 MIN

Insert exactly the English word or phrase in the cue. Function and situation make every answer unambiguous.

01 Acknowledgement: You raise a _____ question about timing. (use fair)

02 Buying time: Let me _____ that for a moment. (use consider)

03 Clarifying: Am I right that you're asking _____ timing? (use about)

04 Checking: Let me make _____ I've understood. (use sure)

05 Deferring: Could we return to this at the _____ ? (use end)

06 Missing data: I'll send the _____ after this session. (use figure)

07 Off-topic: That falls outside today's _____ . (use scope)

08 Bridging: What matters _____ is the revised deadline. (use here)

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · CORRECT THE PHRASE OR REGISTER · APPROX. 7 MIN

Each English response contains exactly one unsuitable expression. Replace it with the cue and rewrite the full response.

01 Audience member: My question to page six concerns pricing. (use "about")

02 Cost discussion: A question to the forecast: why did it change? (use "about the forecast")

03 Closing the Q&A: Do you still have more questions? (use "Any more questions?")

04 UK client challenges your plan: That's wrong. (use "I see your point. From our side, …")

05 You lack the number: Good question — maybe later. (use "I'll follow up with the figure straight after.")

06 The question is off-topic: No, that's irrelevant. (use "That's beyond today's scope, but we can discuss it later.")

BRICK 4 · WRITE YOUR Q&A RESPONSE · APPROX. 8 MIN

Write an English response for each prompt. Acknowledge the question, then clarify, defer, or bridge back appropriately.

01 Unclear question: acknowledge it and check whether it concerns the new deadline.

02 Missing figure: say honestly that you will send it after the presentation.

03 Unrelated point: separate it from today's topic and offer to talk later.

04 Critical objection: recognise the perspective and bridge back to your priority.

MINI-CHECK — CAN I DO THIS YET?

- [ ] I acknowledge a question before answering its content.
- [ ] I clarify an imprecise question with a careful check.
- [ ] I defer with a concrete next step.
- [ ] I set friendly boundaries and bridge back.

Still unsure? Mark the function of each response first, then check its register.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 That's a useful question
Acknowledge: the phrase values the question.

02 A moment while I think
Acknowledge & clarify: the phrase buys thinking time.

03 Could I check what you mean?
Acknowledge & clarify: the question checks meaning.

04 Is the delay your concern?
Acknowledge & clarify: the question checks the topic.

05 Let me confirm your main concern
Acknowledge & clarify: the phrase checks the concern.

06 Could we return to that later?
Defer & bridge: the phrase postpones politely.

07 You'll receive the number later
Defer & bridge: it states the next step.

08 That sits beyond today's topic
Defer & bridge: the phrase sets a boundary.

09 Our main priority is…
Defer & bridge: the phrase lands the message.

10 What outcome would help you most?
Defer & bridge: the question redirects constructively.

BRICK 2 · FILL-IN

01 Acknowledgement: You raise a **fair** question about timing.
Acknowledgement: fair question values the contribution.

02 Buying time: Let me **consider** that for a moment.
Thinking time: consider creates a brief pause.

03 Clarifying: Am I right that you're asking **about** timing?
Clarifying: about links question and topic.

04 Checking: Let me make **sure** I've understood.
Clarifying: make sure checks understanding.

05 Deferring: Could we return to this at the **end**?
Deferring: at the end names the time.

06 Missing data: I'll send the **figure** after this session.
Deferring: figure names the missing information.

07 Off-topic: That falls outside today's **scope**.
Boundary: scope limits today's topic.

08 Bridging: What matters **here** is the revised deadline.
Bridging: here focuses the core message.

BRICK 3 · CORRECT

01 Audience member: My question **about** page six concerns pricing.
Preposition: question about names the topic.

02 Cost discussion: A question **about the forecast**: why did it change?
Preposition: about replaces the German transfer.

03 Closing the Q&A: **Any more questions?**
Closing: the short question sounds natural.

04 UK client challenges your plan: **I see your point. From our side, …**
Register: the frame softens the disagreement.

05 You lack the number: **I'll follow up with the figure straight after.**
Deferring: the answer promises a concrete step.

06 The question is off-topic: **That's beyond today's scope, but we can discuss it later.**
Boundary: the answer stays friendly and specific.

BRICK 4 · WRITE

Your responses may differ if function, register, and next step clearly fit.

01 "Fair point. Is the revised deadline your main concern?"
Sequence: acknowledgement and clarification follow logically.

02 "The number isn't available right now. I'll send it after the presentation."
Deferring: reason and next step are clear.

03 "That question is outside our topic today. We can speak about it after the session."
Boundary: topic and later offer are clear.

04 "I see your point. From our perspective, the launch date remains the priority."
Bridging: the response protects the core message.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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