

## Answering questions effectively:

A general method:

1. **Take notes**, using outline format or numbering, try to write responses as you hear the question.
2. **Repeat the question**, summing up in your own words what is being asked. (this helps people in the audience hear what was asked)
3. **Acknowledge the question** and the context for its relevance.
4. Give a **structured response** in a logical fashion.
  - “There are 3 main issues, A, B and C. Let’s deal with A first...On the B point...”
  - “You asked 2 questions, X and Y. For now, I will focus on question X”
5. **Wrap up** if necessary, especially in a long response. This allows you to keep things moving forward.
  - i.e. say what the question has motivated you to consider in the future...

## How to say "I don't know effectively."

1. Buy time: paraphrase the question, or ask for it to be repeated.
2. Pause before speaking: this gives an air of thinking before your speak.
3. Demonstrate, if possible, that you understand the rationale behind the question, especially in job talks (reference authors perhaps).
  - i.e. “That has indeed been a concern of mine when
4. Speak in the conditional:
  - “I would need to know X and Y... to find the answer”
  - “ In approaching that issue, I would consider A, B and C.”
5. Refer to the future:
  - “That is an interesting point that I am happy to discuss one-on-one.”
  - “In future projects, I hope to address that concern.”