

Useful phrases

You did not hear the question

- Could you repeat the question please?
- Sorry, I didn't hear, could you speak louder please?

You are not sure you understood correctly

- If I understand you correctly what you're asking is...
- Let me rephrase your question to make sure I've understood it.

You cannot answer the question

- Well, there is no simple answer to your question. First...
- I don't have the answer to that question, but perhaps someone in the audience has some information.

You are chairing the session: remember it is your responsibility to ensure it is finished within the limit of the allocated time

1- Starting the question session:

- Thank you very much for this very interesting/ very informative / very nice/ presentation
- The question session is open / The paper is open to questions / I'd like to invite questions from the floor / Who would like to ask the first question?

2- Time reminders

- Briefly please / One more question / We're running out of time / Could you conclude please?
- We are over time / You've gone over the time
- Sorry, we must stop there / Sorry, I must stop you there