

~~Mastering Q&A~~

➤ **Q&A is important!**

Q&A is the last part of your presentation. It is the part many audience members remember most. Prepare for it.

➤ **Know Your Stuff!**

The best way to prepare for Q&A is for ALL of your group's members to know ALL of your material.

➤ **Think Ahead!**

Before your presentation, make a list of all the questions you think people might ask. Then you can prepare answers, or even slides, to answer those questions.

➤ **Look and Listen!**

When someone is asking a question, listen to the *whole* question before answering. Make eye contact with the person asking the question while they are speaking.

➤ **Be Nice to the Audience!**

Always respond to questions. Say something like: "Thank you for your question."; "That's a good question."; or "That is a tough question." This lets the audience know you care about their questions. You can use body language, too.

➤ **Repeat the Question!**

Always repeat the question that has been asked. That way, everyone in the audience can hear the question before you answer. Also, if you repeat the question, you can make sure that you understood it. In addition, this gives you more time to think about an answer.

➤ **Don't Panic!**

Sometimes you will not know the answer. That is okay. Don't panic. You can say what you think the answer might be, you can offer to find the answer later, or you can ask the audience if they know the answer.

➤ **Ask Questions!**

If you are in the audience, ask questions. This shows the presenters that you were listening to the presentation and that you care about what they are saying.

➤ **Avoid Silence!**

Sometimes there are no questions. If this happens, don't just wait and wait and wait. Open a slide you thought was very interesting and explain it in more detail. Ask the audience their opinion.

➤ **Write it Down!**

Have a member of your group write down all the questions. This will help you prepare for next time!