

LESSON #4 q&a template

The following template will help you take questions and answer questions with confidence while maintaining 100% _____ and _____ with your audience. Remember, energy is everything so it is important that you take time for questions.

When do you take questions?

- _____
- _____

The Question & Answer Template for Virtual Live Presentations

Begin by saying, "Are there any questions? Please raise your hand or type your question in the chat area."		
Take 30 seconds, survey the raised hands and check the chat area.		
If the question is written...	If the question is spoken...	
Repeat the question, "Mary has a question, she asks..."	Ask, "Thanks Mary, did anyone not hear the question?"	
Say, "Thank you, I hope that answers your question."	Say, "Mary, does that answer your question?"	
"Are there any other questions?"	If yes...	If no...
	"Thank you, everyone please give her a virtual big hand."	"Can you please elaborate?"

		Give answer, then, “Does that answer your question?”
		Thank you, “everyone give her a virtual big hand.”
	“Are there any other questions?”	