**Dealing with Questions**

*Study these phrases for dealing with questions. Try to guess the (single) missing word in each gap. Write your answers in pencil – there may be more than one possibility.*

1. That’s a very good ………………………. *(think of something other than ‘question’)*
2. Sorry, can you ……………………… that again?
3. Has anyone else ……………………….. the same thing?
4. OK, I think there’s time …………………… one last question.
5. That’s an interesting question. What’s your own ………………………?
6. Sorry, I didn’t ………………………….. that *(think of something other than ‘understand’)*
7. I think that’s outside the ………………… of this presentation, but I’m happy to ……………….. it with you ………………………..
8. I’m ……………………… you asked me that.
9. I promised to finish ………………… time, and I see that our time is nearly ………………
10. You …………………….. have thought quite a lot about this. What conclusions have you …………………. to?
11. Could you be a little more ……………………….?
12. Would anyone like to ………………………… on that?
13. I don’t have that information to ………………. Can I get ……………….. to you later?
14. So, if I understand you ………………………., you’re asking ..

*Adapted from an exercise in “Business Vocabulary Builder”, Paul Emmerson, Longman*