Inviting questions

When to invite questions
There are two main points in your presentation to invite questions from the audience. The first point is after you have completed the introduction and before you have moved on to the body. The other point is at the end of your presentation.

It is sometimes useful to make it clear to your audience whether they can interrupt your presentation or ask questions as you talk. To clarify the situation, you can use one of the following sample expressions:

- By the way, I’m happy to take questions at any point during my presentation.
- Please feel free to interrupt me at any time.
- I’d appreciate it if you could leave questions until the end.
- There will be time at the end for questions.

At the end of your presentation, you can use one of the following sample expressions:

- Now, are there any questions you’d like to raise?
- Does anyone have any questions or comments?
- Thank you. I’d be happy to take questions.
- Any questions?

Thanking your audience.
It is polite and traditional when making a presentation to thank your audience for listening. Usually, the speaker thanks the audience after finishing the conclusion and before asking for questions. However, this will depend on the circumstances, such as whether you are introduced by another person, or how formal the situation is. Some of the expressions for thanking your audience are:

- Thank you all very much for attending this presentation here today.
- Many thanks for listening.
- I’d like to thank you for taking the time to come here today.

Activity: For one week, make a note of all the expressions that your lecturers use to ask the class if they have any questions. Decide which expression you will use for your own class presentations.