

Your speech...

"Thank you!"

~~"That's all."~~

~~"Finished."~~

OK, your group just finished your speech...next you need to check for questions...

Do you have any questions?

or

Are there any questions?

or

At this time, I'd like to answer any questions you have.

Then...gesture slowly to the person...and say,

Yes?

or

In back. / In front. / ...

Then...answering the question...

1. **"Thank you for your question."**
2. **Repeat the question** ("How many members does your circle have?") so everyone can hear it and so you are sure that **you** understand it:

The question was, "How many members does our circle have?"

3. If you need time to think, just say, "Just a moment, please."
4. Repeat the question one more time, then answer it.
5. If you don't know the answer, say, "I'm sorry, but I/we don't know. However, we would be happy to check on it and get back to you."

Then...check for more questions...

"Are there any more questions?" (pause...maybe 5-10 seconds...if there is another question, go to #1 again)

Finally...

"Thank you!"

~~"That's all."~~

~~"Finished."~~

