Answering questions

1. Thank the person for his/her question: *“Thank you for your question.”* or *“Thank you for asking.”*
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?”*

1. If you need time to think, just say, “Just a moment, please.”
2. Repeat the question one more time, then answer it.
3. 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.”)