

**ADDENDUM** (Hana Čápková, FNSPE, CTU)

**GUIDELINES FOR PRESENTATIONS, DISCUSSIONS AND CHATING -- PHRASES  
ADDED TO <http://en.fel.zcu.cz>**

*See PRESENTATIONS – 8. Inviting questions*

I'd like to ask if/how/what/what you think about ....

I just want to ask ...

I'd like to know ... (what your results were)

Let me ask you if/when/how ...

I have a question: what is your opinion on...

Can/could you please tell me/us your opinion on ...

I think I'd be interested in your opinion on ...

I think it would be interesting if you could ...

I think it would be interesting to know ...

I'd be interested in ...

Can/could/will/would you please give me/us more information on ...

Could you please clarify how/what ...

Could you please explain/describe your slide No ... in more detail?

Could you please go back to your slide No ... showing ...

I'd like to refer to your slide No... showing... Did you mean that ...

You said that ... I wonder if ...

I'm afraid I missed ...

I'm afraid I missed your explanation of ...

I'm afraid I didn't quite catch/understand what you said about ...

Could I just add that ...

I'd like to say that ...

Let me just add/point out that ...

**PRESENTATIONS – answering questions**

***ALWAYS TRY TO REPHRASE THE QUESTION BEFORE ANSWERING***

Oh, you mean how/why/how many ...

Yes, you're asking if/how/why ...

If I understand it correctly, you're saying that ...

Well, there may be more ways how to solve the problem of ... (repeat the question)

Yes, there's unfortunately just one way how to look at the problem of ... (repeat the question)

Yes/well/oh, in other words, you mean that ...

Oh, as I can see, the problem of (repeat the question) seems to need a more detailed explanation. So,

I'd say ...

That's a good/interesting question. I believe the problem of (repeat the question) ...

I'd agree that ... (repeat the question). Nevertheless, I would think that ...

What I was trying to say was that ...

Well, what I mean is ...  
I'd like to point out that ...  
Could I just point out that ...  
I'd just like to remind you of ...  
I should also add that ...  
You may be interested to know that ...  
I'd like to draw your attention to the fact that ...  
Looking at it from another point of view, I'd think that ...  
I'm afraid this is not exactly what I meant. I believe that ...  
In a nutshell, I'd say that ...  
Just to go back to your original question, there is ...

Thank you for your attention. If there are any other/more questions, I'll be pleased to receive and answer them via email.

I'm afraid this is not exactly my field, but I believe my colleague would be able to help you.  
I really don't think it's appropriate for me to comment on this.