*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. *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.”*)*

*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.”