Good afternoon, everyone. As you are well aware, today we will have presentations.

**A comment, too, about the Q&A part of your presentation:**

I prefer to have several things with each question. These include …

1. When you solicit questions, make sure your statement asks for
questions, not a (one) question.
	* “Do you have any questions?”
2. The speaker should thank the person who asked the question.
	* “Thank you for your question.”
3. Either repeat or paraphrase the question.

**Audience member:** “What was Mr. Trump’s reason for his
odd statement about the hurricane damage in Puerto Rico?”

**Speaker:** “Thank you for your question. Your question was, ‘What
was Mr. …Puerto Rico?’”

OR

**Speaker**: “Thank you for your question. Your question was about
Mr. Trump’s odd response concerning the hurricane that hit Puerto
Rico.”

**Speaker**: “Do you have any questions?”

 [**Audience member** raises his/her hand.] “Yes, Mr. Suzuki.”

**Audience member (Mr. Suzuki):** “What was Mr. Trump’s reason for his odd statement about the hurricane damage in Puerto Rico?”

**Speaker**: “Thank you for your question. Your question was, ‘What was Mr. …Puerto Rico?’” I believe his response was …

OR

**Speaker**: “Thank you for your question. Your question was about
Mr. Trump’s response concerning the hurricane that hit Puerto
Rico.” I believe his response was …

Then … “Do you have any **more** questions?”