

ASEP Seminar

18 Dec. 2020

# How to deal with Q&A sessions

Ayako Hirano  
Kyoto Sangyo Univ.

Trans. Toshiko Sakamoto  
Ritsumeikan Univ.

# Contents

1. Q & A rules of ASEP2020
2. How to write questions
3. How to choose questions
4. How to respond to questions

# Contents

1. Q & A rules of ASEP2020
2. How to write questions
3. How to choose questions
4. How to respond to questions

# Online participation in Q & A sessions

- Accounts for Google Meet conference room
  - 2 accounts for each high school
  - 1 for each university
- Accounts only for presenters who answer the questions
- Other visitors can join the sessions via platform of 達學堂：  
[https://drlive.kh.edu.tw/drlive/channel/channelAction!watchChannel.so?channel\\_id=ch0000003137](https://drlive.kh.edu.tw/drlive/channel/channelAction!watchChannel.so?channel_id=ch0000003137)
- Anyone can write questions in SLIDO without accounts, p.w. or permission

# Scoring criteria

nd	(5%) -Attend the online presentation and Q&A on discussion forum.
ion	(10%) -Answer the questions asked by other teams in SLIDO. (5 points for each question answered, 10 points maximum)

Attending presentation + Q & A	5
<u>Answering 2 questions (SLIDO) <math>5 \times 2 = 10</math></u>	
Total	15

# Necessary Qs to answer

3. 線上交流討論會於 109 年 12 月 28 日（星期一）至 12 月 29 日（星期二）辦理，出席及回覆提問均列入給分項目，發表隊伍須至少回答兩個提問。  
The online discussion forum and Q&A will be held on December 28, 2020.  
Attendance and answering questions will be included in the scoring criteria, and each presenting team must answer at least two questions.

- Attendance & answering Qs included in scoring criteria
- Must answer at least 2 Qs

# When wanting to ask same Qs already asked

## (三)第三階段—線上交流討論會及問答 Phase three-Online Discussion Forum and Q&A

1. 發表影片經同意後發布並供參加者在其指定時間線上觀看，觀看期間或影片結束後 2 分鐘之內，觀眾可在 SLIDO 輸入提問之問題，建議每隊至少提問不同的 2 隊各 2 題，如有重複問題，以按讚表示，勿輸入相同問題。

With each producing schools' consent, all presentation videos will be uploaded online, and all group participants will be able to watch the videos online in the designated time slots. The audience can pose their questions by typing them out in SLIDO and each team ask at least 2 questions for other 2 teams. If an audience member wants to ask a question that has already been asked by someone else, they should click "Like" instead of repeating the same questions.

- Do not repeat same questions but click "Like"

# When to answer

2. 發表隊伍國內外方至少各派員 1 名學生至線上會議室回覆提問，回覆時間從影片播放完畢 2 分鐘後開始，3 分鐘內回覆完畢；如伙伴學校時差超過 4 小時(含)之國別得免參加，由在地學校代表。

Each team must have at least 1 student member from each side join the online discussion forum to answer questions. The presenters should start answering questions 2 minutes after the presentation video is shown and finish answering

3

questions within 3 minutes.

- Start answering 2 minutes after presentation
  - Meanwhile choose Qs from SLIDO
  - Answer within 3 minutes

# Contents

1. Q & A rules of ASEP2020
2. How to write questions
3. How to choose questions
4. How to respond to questions

# Be nice : Reduce pressure for presenters

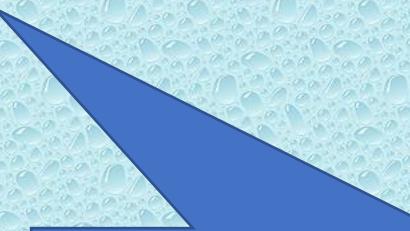
- ❑ Express gratitude
- ❑ Write simple questions
- ❑ In simple sentences
- ❑ Question in just 2 sentences

# Example:

Thank you for your nice presentation. I'm Ayako Hirano. You used the word "curfew." What is the definition of "curfew?"

# Show respect for presenters & be polite

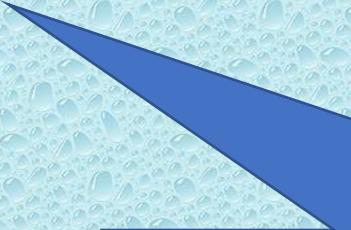
Thank you for your nice presentation. I'm Ayako Hirano. You used the word "curfew." What is the definition of "curfew?"



Express gratitude & write your name

# Simple question in simple sentences and point in 2 sentences

Thank you for your nice presentation. I'm Ayako Hirano. You used the word "curfew." What is the definition of "curfew?"



After making your point clear, write your question

# Useful expressions

1. Thank you --. I'm Ayako Hirano. You talked that we should eat less meat. Does it mean we should eat more fish?
2. Thank you --. I'm Ayako Hirano. Your presentation topic is “Facebook.” Why did you choose Facebook instead of Twitter?

# Contents

1. Q & A rules of ASEPT2020
2. How to write questions
3. How to choose questions
4. How to respond to questions

In order to choose Qs in 2 minutes & answer in just 3 minutes

- ❑ Prepare potential questions & answers
- ❑ Choose those prepared questions & answer them
- ❑ Choose questions whose points are clear

# Contents

1. Q & A rules of ASEP2020
2. How to write questions
3. How to choose questions
4. How to respond to questions

# Points in answering Qs

1. Express gratitude to questioner
2. Repeat or paraphrase question
3. Answer straight to the point
4. Answer accurately
5. Signal your answer
6. Show the slide when asked about the content of the slide

# Performance

- ❑ Answer in louder voice
- ❑ Answer clearly

# Useful expression in giving opinions

## □ To answer “What do you think ~ ?”

- ◆ I like… / I don’t like…
- ◆ It’s convenient, useful, helpful…
- ◆ It’s cool…
- ◆ I feel / It’s comfortable…
- ◆ It makes us happy…

## □ Give examples

- ◆ For example / for instance
- ◆ …such as…

# Example 1 :

## What do you think of SNS?

Presenter: Thank you for asking, Ayako. The question is “ what do you think of SNS? ” (Read the question)

OK, the question is if we like SNS. Our answer is yes for two reasons. First, it's very convenient . We can easily contact friends anytime anywhere. Second, ~

# Example 1 :

## What do you think of SNS?

Express gratitude  
(basic manner)

Presenter: Thank you for asking, Ayako. The question is “what do you think of SNS? ” (Read the question)

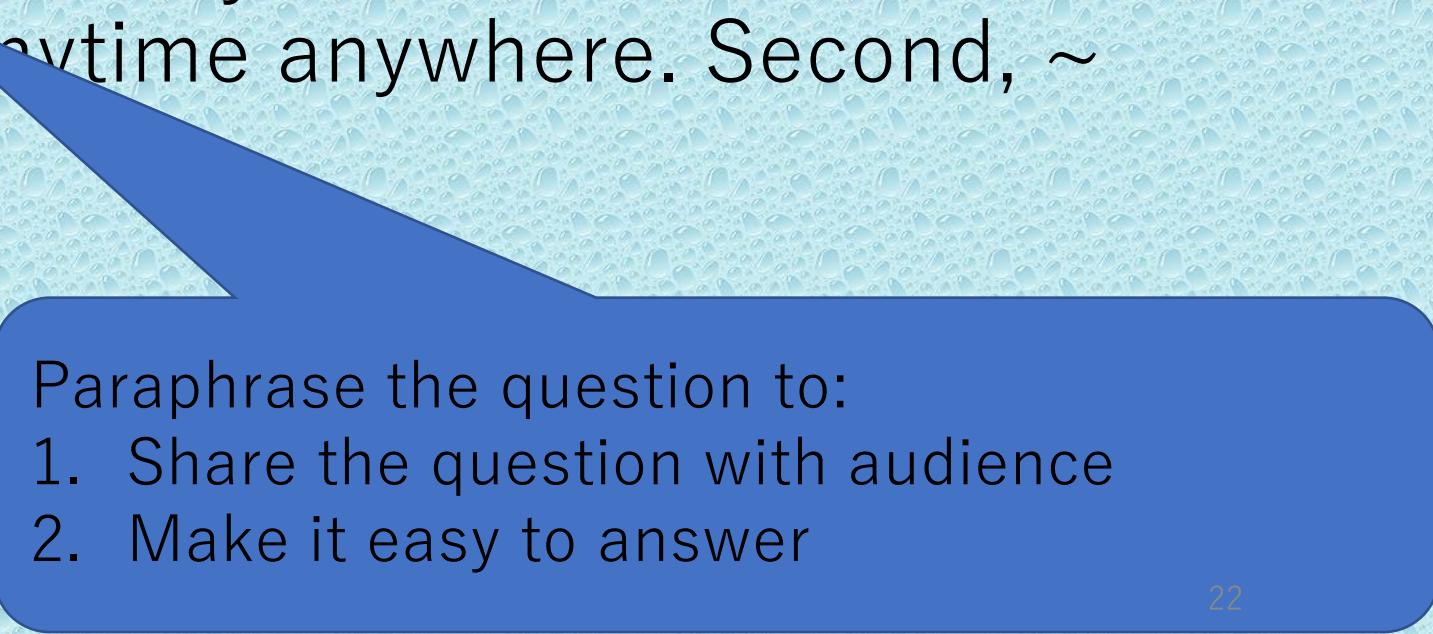
OK, the question is if we like SNS. Our answer is yes for two reasons. First, it's very convenient . We can easily contact friends anytime anywhere. Second, ~

# Example 1 :

## What do you think of SNS?

Presenter: Thank you for asking, Ayako. The question is “what do you think of SNS? ” (Read the question)

OK, the question is if we like SNS. Our answer is yes for two reasons. First, it's very convenient . We can easily contact friends anytime anywhere. Second, ~



Paraphrase the question to:

1. Share the question with audience
2. Make it easy to answer

## Example 1 :

What do you think of S

- Give a straight answer
- Answer accurately

Show respect by giving reason(s) to yes/no answer

Presenter: Thank you for asking, Now, the question is “what do you think of SNS?” (Read the question)

OK, the question is if we like SNS. **Our answer is yes for two reasons.** First, it's very convenient . We can easily contact friends anytime anywhere. Second, ~

# Example 1 :

## What do you think of SNS?

Signal your answer to:

1. Remind yourself of what to answer
2. Help questioner/audience anticipate your answer

Presenter: Thank you for asking, the question is “what do you think of SNS?” (read the question)

OK, the question is if we like SNS. Our answer is yes for **two reasons**. First, it's very convenient . We can easily contact friends anytime anywhere. Second, ~

When you don't understand  
the question:

Because you cannot ask to repeat it:

1. Paraphrase the question & make it easy to answer
2. Add, “I hope I answered the question.”

# How to paraphrase questions

→ Use indirect questions / about

Q: Where did you get the data?

- The question is **where** I got the data.
- The question is **about** the data collection source.
- The question is **about** the data.

Answer: We visited the Japanese Education Ministry's website. Then, we found the data and used it in our presentation.

# How to paraphrase questions

→ Use indirect questions / about

Q: What is the main advantage of your idea?

- ❑ The question is **what the main advantage of our idea is.**
- ❑ The question is what the main benefit of our idea is.
- ❑ The question is **about** the good point of our idea.

Answer: We think there're several good points. But what we want to emphasize is that it can help maintaining good friendship.

# How to paraphrase questions

→ Use indirect questions / about

Q: You said you conducted a survey. Did you have more than 20 participants?

- The question is **if** we had more than 20 participants for the survey.
- The question is **about** the number of participants.

Answer: The answer is no. The number of participants was 19. However, in addition to the questionnaire, we conducted interview. Therefore, we think the result is reliable.

# When you don't know the answer:

## 1. Be honest

- I'm sorry we don't have the details on that.
- To answer your question, we don't have enough information.

## 2. Tell impossible to decide

- The answer is yes and no. This is because the system has a benefit and a downside.

# Appendix

Q & A examples (by Prof. Kageto)

# Example 1 (Prof. Kageto)

Q: Thank you for your invariable presentation.  
Do you think the future of ASEP will be bright?

A: Thank you so much for your nice question.  
That evokes my thought, and I would like to say "yes".  
Future of ASEP is very bright . This is because even  
technology advances, communication way is always  
changeable.

## Example 2 (Prof. Kageto)

Q: Thank you for your nice presentation. we could learn a lot. I have a question about your future activity. Please tell me about your future volunteer work in Cambodia.

A: Thank you for your question. My future volunteer is to teach kids in Cambodia. While doing that, I hope kids will become to remember us and that they will get to know they are watched from Japan.

## Example 3 (Prof. Kageto)

Q: Thank you for your outstanding presentation. I'll give you a multiple-choice question. You talked about SNS functions. Which function will be the most important ?

A picture B text message C meeting

A: Thank you for your nice question. Most important function is to share pictures. Sometimes, visual aids break through the wall of language.

Thank you for listening.

Enjoy ASEP ! !