

1.6 發問 Questions

處理聽眾發問的用語如下。

BIZ 必通 句型

隨時可發問的用語

① ...PLEASE INTERRUPT AT ANY TIME....

……請隨時打斷我……

例 If you have a question, please interrupt at any time.

如果你們有問題的話，請隨時打斷我。

例 Please interrupt at any time if you want to ask me something.

如果你們想問我問題，請隨時打斷我。

② FEEL FREE TO INTERRUPT AT ANY TIME.

儘管隨時打斷我。

③ YOU MAY INTERRUPT AT ANY TIME.

你們可以隨時打斷我。

④ ANY TIME YOU HAVE A QUESTION, JUST RAISE YOUR HAND.

只要你們有問題，就請舉手。



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5 YOU CAN INTERRUPT AT ANY TIME TO ASK A QUESTION.

你們可以隨時打斷我問問題。

暫時保留問題的用語

1 PLEASE HOLD YOUR QUESTIONS UNTIL THE END OF THE PRESENTATION.

請暫時保留你們的問題到簡報結束後。

2 PLEASE SAVE YOUR QUESTIONS UNTIL AFTER THE PRESENTATION.

請將你們的問題保留到簡報之後。

3 IF YOU HAVE ANY QUESTIONS, I WILL ANSWER THEM WHEN I HAVE FINISHED MY PRESENTATION.

如果你們有任何問題，我會在簡報完後再回答。

4 THERE WILL BE TIME FOR QUESTIONS AT THE END OF MY PRESENTATION.

我的簡報最後會有發問的時間。

5 I WILL TAKE ANY QUESTIONS AT THE END OF MY PRESENTATION.

我會在簡報最後回答任何問題。

*** 小心陷阱 ***

⊖ 錯誤用法

If you have any questions, **I would** answer them when I have finished my presentation.

如果你們有任何問題，我會在簡報完後回答。

⊕ 正確用法

If you have any questions, **I will** answer them when I have finished my presentation.

如果你們有任何問題，我會在簡報完後回答。