

How to ask the right questions

- 1) A meeting with Canadian business men: You want to offer them something to drink. What would you say?

What would you like?

- 2) In a business situation, one would like to be as polite as possible. For instance, when one answers the phone and offers assistance:

Hello. What can I help you with today?

How can I help you?

Is there something I can help you with?

- 3) How can you engage your listeners? (engage them in the meeting with indirect questions...)

Do you know what this cycle of meetings will entail?

Do you know what the meeting will entail?

Are you aware of what the meeting will entail?

- 4) How can you make sure people understand you?

Do you hear me?

Do you grasp what I am trying to say?

Is this clear to you?

- 5) You are about to start a meeting and people are coming in. You want to invite them to sit down. What would you say?

Would you like to have a seat?