


# Asking questions

When you find yourself in a meeting where the discussion is unclear or confusing, it's important to ask questions to gain clarity.

Remember, asking questions in a meeting is crucial for ensuring everyone is on the same page. Don't hesitate to seek clarification—it not only helps you but often benefits others who may be experiencing similar confusion.

Here are some examples of how to ask questions in such situations- just remember, you don't need to apologise for not understanding so don't start with "I'm sorry but..."





Some quotes to inspire you that asking questions is not a bad thing!

- ❑ "The art and science of asking questions is the source of all knowledge." - Thomas Berger
- ❑ "Questions are the keys that unlock doors of learning." - Unknown
- ❑ "The quality of your life is determined by the quality of the questions you ask." - Tony Robbins
- ❑ "The wise man doesn't give the right answers; he poses the right questions." - Claude Levi-Strauss
- ❑ "It is not the answer that enlightens, but the question." - Eugene Ionesco
- ❑ "The important thing is not to stop questioning. Curiosity has its own reason for existing." - Albert Einstein
- ❑ "Questions are the engines of intellect—cogitate, question, and create." - Abhijit Naskar
- ❑ "The power to question is the basis of all human progress." - Indira Gandhi
- ❑ "The greatest gift you can give someone is the power to question." - Suzy Kassem
- ❑ "If you do not ask the right questions, you do not get the right answers." - Edward Hodnett

- ❑ “I'm having trouble following the discussion. Could you please explain [specific term or concept] in simpler terms?”
- ❑ "I'm not familiar with [acronym/abbreviation]. Could someone provide a brief explanation?"
- ❑ “Can we just pause for a moment- Could we take a step back and go over the main points again?”
- ❑ "I'm having difficulty connecting the dots. Could you please elaborate on the relationship between [topic A] and [topic B]?"
- ❑ “I may have missed this earlier, but could you clarify what we're trying to achieve with this particular approach?”
- ❑ "I'm not quite sure I understand the implications of [statement]. Could you explain the potential impact in more detail?"
- ❑ "I'm not familiar with the background of this issue. Could someone provide a brief overview before we delve into the details?"
- ❑ "Could you provide an example or a real-life scenario that would help me better grasp the concept being discussed?"
- ❑ "I'm not following how [person's statement] aligns with our overall objectives. Could you help me understand the connection?"
- ❑ "If I'm understanding correctly, [paraphrase what was said]. Is that accurate, or did I miss something?"