
Meeting Skills: Asking for Clarification

Discuss

When you don't understand someone how do you feel? Do you ask for clarification?
What is the most common cause for you not understanding someone?

Practice

Say the following sentences for speaking and pronunciation practice with your instructor.

- Sorry, I am not following you.
- Sorry, I beg your pardon.
- I don't quite understand.
- I'm not quite sure I know what you mean.
- I don't really see what you mean.
- I'm not sure I get your point.
- I don't quite see what you are getting at.
- What are you talking about?

Match the above sentences to the corresponding follow up questions in the columns below, then drill with your instructor. (There may be more than one correct answer)

Do you mean ----?	Could you say that differently?
Could you run through that again?	What do you mean by ----?
Could you say that again?	Could you give me another example?
I wonder if you could rephrase that?	Would you be able to say that more simply?
Could you elaborate on that?	Can you say that one more time?
Could you give more details?	Can you be more specific?

Complete the sentences fill in the gaps using the following words:

mean hear following see trouble is

I didn't quite ____ what you said.
I am not sure I ____ what you mean.
I am sorry, what ____ your point?
What exactly do you ____?
I am not really ____ you.
I am having ____ following you.

Role-Play

Read the situation and role-play it with your Instructor.

Make sure to use the key phrases when anything is not 100% clear.

- Situation:
- 1) Ask your instructor about the last book they are read
 - 2) Ask your instructor how evacuate the building in an emergency
 - 3) Ask your instructor to explain a process