



Useful phrases for asking questions

**Asking general questions**

Would you mind ...?

I was wondering if you could ...?

May I ask ...?

**Asking for further information**

I am sorry, but could you explain in a little more detail ...?

Could you give us some details about ...?

Could you please further explain ...?

Useful phrases for clarifying

**Asking for confirmation**

If I've understood correctly ...

Correct me if I'm wrong, but

When you say ..., do you mean that ...?

Are you saying that ...?

**Correcting misunderstandings**

I am afraid there has been a misunderstanding.

That isn't quite what I meant.

**Asking for repetition**

I'm afraid I'm not quite clear what you mean by that.

I'm sorry, I didn't quite follow what you said about ...

I'm afraid I don't understand what you mean.

I'm afraid I didn't quite get your last point.  
Can you go over it again please?

**Re-phrasing**

Perhaps I haven't made myself clear. What I'm trying to say is ...

Let me put it another way.

Let me rephrase that.

Put simply, ...

(Adapted from *The Language of Meetings*, Thomson, 2007)