



WHERE LEADERS ARE MADE

## PROJECT DESCRIPTION

### Question-and-Answer Session

This project addresses how to prepare to answer questions and provide information clearly, concisely and with confidence.

**Purpose:** The purpose of this project is to learn about and practice facilitating a question-and-answer session.

**Overview:** Select a topic of which you are particularly knowledgeable. Prepare and deliver a speech on this topic, followed by a question-and-answer session. Together, the speech and question-and-answer session must be 15 to 20 minutes. Use your time effectively to ensure both segments are completed.

**This project includes:**

- A 5-to 7-minute speech
- A question-and-answer session after the speech