

# 掌握研究發表技巧與問答

## 發表之前

- 列出你可能被問的問題
- 把你的問題分成 1)可回答的問題 2)你無法或不想回答的問題
- 練習大聲地問問題與回答問題

## 應對 Q&A 的步驟

### 第一步

**打開 Q&A 頁面：**告訴聽眾你要開始進行問答時間了。

講者: "I will now answer any questions you have about this research. Please speak slowly and clearly."

### 第二步

**打開 Q&A 頁面：**在回答問題之前，要先釐清對方的問題。

以下提供一些句子來幫助你釐清在不同的情況的問題。

情況	應答方式
沒聽清楚時	"Sorry, I didn't catch all of that." "Could you repeat your question, please?"
不理解問題時	"I'm afraid I don't understand." "Could you please rephrase the question?"
不太確定問題的細節時	"I don't quite understand..." "Are you asking about <u>    </u> (the 1995 study)?" "Are you referring to <u>    </u> (the peptides discussed in Figure 2.3)?" "Do you mean <u>    </u> (the patients in the placebo group)?" "Could you be more specific?"
在複述之後，仍然不理解問題時	"I'm sorry. I still don't understand your question." "Could I come back to you later?" "Could you please talk to me after the session?"

### 第三步

**回答問題：**一旦理解問題之後，就可以回答提問的人了。

#### 禮貌地回覆方式

"That's a great question. Thank you for asking."

"I appreciate your question and am happy to answer it."

"What a thoughtful question! I'm glad you asked."

"What an interesting question! I'll do my best to answer."

3a. 以禮貌的開頭進行答覆: 當你回答的時候, 先對提問者表示感謝或稱讚他們, 是一個很好的起手式。

3b. 提供適切的回答: 每一個問題都是獨特的, 而且有很多不同的回答方式, 以下提供多樣的範例, 讓你根據不同的狀況使用。

### 第一種類型

**你無法或不想回答問題** 如果你無法或不想回答問題, 你可以用以下的句型回答提問者。

狀況	應答方式
不知道答案時	"I'm sorry. I'm afraid I don't know the answer to that question." "I will look into that and follow up with you." "I can't answer now, but I will try to find out more about this."
不想回答時	"I'm sorry--could we discuss this issue after the session?" "I'd rather discuss this issue privately please."
沒有足夠資訊回答時	"We aren't aware of any details at this time." "We don't have information about this yet."
必須等待進一步研究執行時	"We are awaiting further research on this issue." "We need to do more studies to answer this."

### 第一種類型的回答範例

以下是研究相關的實際問題範例與應答方式。

狀況	問題範例	應答方式
不知道答案時	"What about the data collected between 1994 and 1997?"	"I'm sorry. I'm afraid I don't know the answer to that question."
不想回答時	"When is the latest version of this study going to be published?"	"I'd rather discuss this issue privately, please."
你沒有足夠的資訊時	"What are the findings of other state hospitals on this issue?"	"We don't have information about this yet." "We are awaiting further research on this."

### 第二種類型

你可以回答但是需要多一點時間或是資訊。有時候你需要進一步澄清問題或給自己一些時間來回答問題, 以下是幾種回答方式來告訴聽眾你需要的是什麼。

狀況	應答方式
必須仔細想想問題時	[*Repeat the whole question or part of it] "Please give me a moment to think about this question." "Just one moment—I need to consider my answer."
需要該問題的更多詳細資訊時	"Just so I understand..." "Are you referring to <u>    (the methods of analysis or to the experiment)    </u> ? "Do you mean <u>    (the Smith study from 2014)    </u> ? "What information are you referring to exactly?"

## 第二種類型的回答範例

以下是研究相關的真實問題範例與回答。

狀況	問題範例	應答方式
必須仔細想想問題時	“Were all sample groups in the study <u>in the same cohort?</u> ”	“ <u>In the same cohort?</u> Please give me a moment to think about this question.”
需要該問題的更多詳細資訊時	“What about <u>the data collected between 1994 and 1997?</u> ”	“ <u>The data collected between 1994 and 1997?</u> Which data are you referring to exactly?”

## 研究論文其他部分的 Q&A

除了回答研究的一般問題之外，你也可以用普遍的答覆來應對關於論文其他部分的提問。

### 方法的相關問題

問題/評論	應答方式
“Have you used this approach?”	“No, but thank you for your input. We will look into this.” “We considered this approach. But there were some problems.”
“Why did you use this method of analysis?”	“There were several reasons for this. First...” “We found several other methods to be problematic.” “We have explained our rationale fully in the paper.”
“What limitations to the study did you identify?”	“We didn’t identify any specific limitations.” “We did identify a couple of limitations. These include...”

### 研究發現與研究結果的應用方面相關問題

Question/Comment	Possible Responses
“Could you elaborate on the results of X?”	“Yes. What results would you like to know about?” “I’m afraid I can’t say more about the findings now.”
“What are the implications of these findings?”	“Most importantly, these findings imply that...” “There are several implications here. First...” “I’m afraid I can’t say more about the implications now.”
“Could this study impact any other related areas of research?”	“These results might impact areas of (medicine/patient care/administration, etc.)” “We need more information to answer this question.” “Our conclusions are limited to this area of research.”

**檢視和使用視覺輔助材料:** 需要時，你可以檢視發表的筆記和使用輔助材料，例如視覺輔助材料等等來幫助你回答問題。 questions.

狀況	問題範例	應答方式
重新檢視發表的某部分內容	“Could you repeat what methods of analysis you used?”	“As I mentioned earlier...” “Let’s look at this slide again...” “Yes. Looking at slide 34...”
使用視覺輔助材料	“Are the data in Figure 4 representative of all sample groups?” “What is being measured in Table 2.2?”	“Let’s take a look at this figure again.” “As you can see in this chart/graph/figure...” “Let me explain this figure again.”

### 成功的 Q&A 應對技巧

把自己的態度、姿勢與聲音準備好，跟準備 Q&A 的回答一樣重要。這些簡單的技巧能夠幫助你順暢無礙的結束上台發表。

1. **站挺站直** - 這樣的站姿能幫助自己上台講話時有更多的自信
2. **維持友好與溫暖的態度** - 時常微笑並禮貌地回答問題能夠讓你的問答時間更加輕鬆。
3. **花時間慢慢回答問題** - 聽完問題後，不需要急著講，先確定自己理解每一個問題再回答。
4. **將自己的聯絡方式以一個單獨的 Slide 顯示** - 這樣一來，還有其他問題的聽眾可以透過這些方式來向你提問。

For more helpful information on academic writing and the journal publication process, visit Wordvice’s Resources page. And be sure to check out our YouTube channel to stay up to date with the latest videos and online lectures.

[URL https://wordvice.com.tw/academy-academic/](https://wordvice.com.tw/academy-academic/)

 click