

Speak with Confidence and Authority

Video Course

Lesson 7 Worksheet: Responding to interruptions with poise and professionalism

When you are being interrupted there choose one of this three options to respond:

Option 1: Keep talking

Just lower your voice a bit and keep the same pace, continue your speech like you don't even hear anything. If you continue your speech, your interrupter will stop to speak very soon.

After you finish your talk you can say "Now I'm happy to listen to your comments, questions and open for discussion". This will again highlight that there is a special time for comments and you won't tolerate interruptions during your speech.

Option 2: Ask to finish what you are saying.

Remain calm –make a rather long pause and eye contact with the interrupter and then with the rest of the audience- and say something in those lines

"Some of these ideas are a little half-baked, and I'm definitely looking forward to your thoughts on these! But, I think our discussion will be much more productive if I can get my thoughts out there first, and then we can open things up for questions and suggestions."

Like that you show you will take all the points into consideration after you are done.

Option 3: Let the interrupter finish (if you have already covered all the important points)

If interruption happens when you are close to the end of your talk and already made all the important points then you can let the interrupter finish and say something "*We've heard a lot from Sam, what do others think about what I just said*". This is a good strategy to use again when you are done with explaining important stuff and actually would like to stimulate a group discussion based on what you just said.