

CREATE **Intermediate** 15 MIN · UPDATED 2026-09-30

Generate likely audience questions before presenting.

Use "Prepare for Questions" to have Copilot analyze your deck and draft the Q&A you're likely to actually get.

MICROSOFT 365

PowerPoint

WORKS WITH

Copilot

Business Outcome

Walking into a presentation with answers already prepared, instead of getting caught flat-footed on an obvious question.

Workflow Steps

Step 1: Finalize the deck first

PowerPoint

Run this against the version you're actually going to present — question prediction against an outdated draft wastes the exercise.

Step 2: Ask Copilot to anticipate the Q&A

Copilot in PowerPoint

It reads the deck like a skeptical audience member would, looking for gaps, unsupported claims, and anything that invites a follow-up.

PROMPT

Review this deck as if you were a skeptical member of the leadership team. What questions are they likely to ask after each major section? Draft a short answer for each.

Step 3: Strengthen the deck for the hardest questions

PowerPoint

Go through the list and sort questions into two piles: ones you can answer confidently from what's already in the deck, and ones that expose a real gap in the argument.

For the second pile, add a slide, a data point, or a backup slide in the appendix — a verbal answer alone means the gap is still visible to everyone who didn't happen to ask.

Step 4: Practice the answers, don't just read them

PowerPoint

Drafted answers are a starting point — know them well enough to answer naturally, not read off a card.

✓ Check the work

- Confirm every drafted answer is actually accurate, not just plausible-sounding.
- Check whether any predicted question reveals a real weakness worth fixing in the deck itself.
- Add any question you know from experience this specific audience tends to ask, even if Copilot didn't predict it.



Expected Outcome

A list of likely audience questions with drafted answers, organized by which slide they'd come from.

Want help rolling this out across your team? **[Go to Liminals.Tech](#)** ■