

Tips for talking and listening

Eye contact with speaker and audience
Body language to listen or present
Good volume and clarity of voice
Vary your speed and tone
Emphasis certain words
Use hands and facial expressions
Wait and take turns to speak
Only one to person speak at a time

Opening Statement

In my view....
My opinion is...
I am sure that...
I believe that...
I think that....
It seems quite clear that....

Building/Agreeing

I agree with because...
I like what you say because...
The reason I agree with...
In addition to....
Thinking more about this....
Building on what.....said.....

Summarise

Bringing this to its conclusion....
To summarise...
Ultimately....

Challenge

I would like to challenge this because....
My own view is different because...
I disagree with ...because

Clarifying

What do you mean by...?
Am I right in understanding....?
Can you explain a little bit more?
What I heard you say.....

Probing

Please tell me a little more...
Can you repeat that again please?
What has led you to think this?
Can you give me an example?
Why do you think that....?

Reasoning

I solved the problem by....
The strategy I used was..
I discovered that..
I noticed that....
First....next...then...after

Questions for my partner

How did you work out your answer?
Why did you choose to.....?
Can you prove your answer is right?

