

## Discussion / Respectful Communication Skills

<p><b>Asking for an opinion</b></p> <ul style="list-style-type: none"> <li>• <u>Name</u>, what do you think of .....</li> <li>• How do you feel about ....., <u>Name</u>?                      What's your opinion of .....</li> </ul>	
<p><b>Giving an opinion</b></p> <ul style="list-style-type: none"> <li>• In my opinion, .....</li> <li>• Personally, I think that .....</li> <li>• It seems to me .....</li> </ul> <ul style="list-style-type: none"> <li>As far as I'm concerned, .....</li> <li>How about <u>Noun ...</u> ? / <u>Verb+ing</u> .... ?</li> <li>I'd like to point out that ....</li> </ul>	
<p><b>When you don't understand (asking for clarification)</b></p> <ul style="list-style-type: none"> <li>• I'm sorry; I don't understand what you mean.</li> <li>• Are you saying (that) <u>repeat what you think</u> ...?</li> <li>• What do you mean by ___?                      Do you mean _____?</li> <li>• I'm sorry, could you please repeat that?</li> </ul>	
<p><b>Restating (when someone doesn't understand you)</b></p> <ul style="list-style-type: none"> <li>• I think you misunderstood me. I mean _____.</li> <li>• With respect, that is <b>not</b> what I said.</li> <li>• Let me put it another way.</li> </ul>	
<p><b>Agreeing</b></p> <ul style="list-style-type: none"> <li>• That's right.</li> <li>• That's for sure!</li> <li>• I agree with you 100%.</li> <li>• I completely agree with you.</li> <li>• You took the words right out of my mouth!</li> </ul>	<p><b>Agreeing tentatively (not sure)</b></p> <ul style="list-style-type: none"> <li>• You could be right.</li> <li>• I suppose that's true.</li> </ul> <p><b>Being neutral (don't want to / tell your view)</b></p> <ul style="list-style-type: none"> <li>• You could say that.</li> <li>• I can see both sides.</li> <li>• It's hard to say.</li> </ul>
<p><b>Disagreeing politely</b></p> <ul style="list-style-type: none"> <li>• On the other hand, _____ I disagree entirely because _____</li> <li>• I'm not sure I agree with you. The reason is _____</li> <li>• Yes, that may be true, but _____</li> <li>• I understand your point, but have you thought of _____ ?</li> <li>• Let's agree to disagree.</li> </ul>	
<p><b>Interrupting politely</b></p> <ul style="list-style-type: none"> <li>• Excuse me for interrupting, but _____</li> <li>• Sorry to interrupt, but _____ Can I come in at this point?</li> </ul>	
<p><b>Keeping your turn politely</b></p> <ul style="list-style-type: none"> <li>• Excuse me, I'd just like to finish this point.</li> <li>• Please wait for a second. I'm almost finished.</li> <li>• Could I please just finish my point?</li> </ul>	

## Discussion Skills - Conversation “rules”

**A) When we have conversations, there are a lot of common phrases we use to keep the conversation going and to explain what we mean. They include:**

- Agreeing
- Agreeing tentatively (you are not sure)
- Asking for an opinion
- Asking them to repeat when you don't understand
- Being neutral (don't give your exact opinion)
- Disagreeing politely
- Giving an opinion
- Interrupting politely
- Keeping your turn politely (when someone interrupts you)
- Restating (saying your idea again)

**B) Are these discussion skills (rules) the same or different in your first language culture? Give examples and reasons.**

**Questions to get started:**

- Can you ask anyone for their opinion?
- Can you ask people to repeat?
- Can you disagree with anyone?
- Can you interrupt someone when they are talking? ...and so on.

**C) When you are discussing a topic in English,**

- Which are easy for you to do? Give an example.
- Which are hard for you? Give an example.

**D) Match the phrases with the purposes / rules.**