


# Facilitator Guidelines

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<b>F</b>	Stay <b>focused</b> . Going off on tangents can be confusing for ELLs.
<b>A</b>	<b>Advocate</b> for everyone's participation and differing points of view.
<b>C</b>	<b>Correct</b> misunderstandings as soon as you notice them.
<b>I</b>	Use " <b>I</b> " <b>statements</b> to share feelings, opinions and experiences.
<b>L</b>	Be "Active <b>Listeners</b> " – When necessary, rephrase the speaker's ideas to make sure everyone has understood them.
<b>I</b>	<b>Identify times for Dialogue vs. Debate or Fluency vs. Accuracy</b> Dialogue is best for increasing the understanding of new ideas. You can collect frequent errors and review them later by saying the incorrect sentence and having them correct it.
<b>T</b>	<b>Take turns</b> to speak. If needed, use raised hands, a speakers list or a "Talking stick."
<b>A</b>	<b>Acknowledge</b> we are all learning; we're all growing; we're all different and we may even contradict ourselves sometimes! 
<b>T</b>	Give time to " <b>Think First, Then Talk.</b> " Silence is sometimes necessary. For challenging topics or tasks, try to give them the questions or the task the lesson before. Then, they can also get input from others if they aren't sure of their views.
<b>E</b>	<b>Engage everyone</b> in the group with cross-talk. Help them listen to each other!
	Don't forget to <b>debrief</b> – especially after awkward discussions.

## Key phrases for Facilitators

### Communication for leading a discussion

- As facilitators, it's **not** our job to talk a lot. The learners want to practice THEIR English.
- These are just a few phrases that will help you involve your learners.
- You may wish to have your learners lead a discussion. They will appreciate a copy!

#### Getting started

- Is everybody ready to begin?
- Okay. Are we ready to start?
- Let's begin with noun. / Let's begin by verb+ing ....

#### Bringing people into the discussion

- (Name), what do you think?
- (Name), do you have anything to add?
- Let's have your opinion, (Name).

#### Encouraging cross-talk / talking to each other (not to the leader)

- What do you think about (Name's) point?
- Does anyone have anything to add to their idea?

#### Clarifying

- I couldn't hear you. Can you please speak up?
- I'm not sure we all understand what you mean.
- I'm sorry, could you explain that again?

#### Controlling people who talk too much

- Sorry to interrupt you, but ....
- Let's hear what some others have to say.
- I think you've got a good point there. Why don't we find out what other people have to say?

#### Keeping the discussion on topic

- That's interesting, but it raises a different point.
- Could we come back to that later?

#### Reaching agreement & Summing Up

- Do we agree that.....?
- To sum up, we've decided ...
- Name, would you like to give a summary of our ideas? (higher level ELL)
- Briefly, the main points that have been made so far are ...
- On your paper, write down one new idea you learned during this discussion.

#### Keeping the discussion moving

- Perhaps we should go on to the next question.