

👤 Moderator - Responsibilities

- 💬 make sure everyone participates
- 📋 keep discussion on topic
- ❓ ask speakers to explain their opinions
- 👍 ask participants if they agree or disagree
- 📝 take notes on the discussion
- 📋 summarize the important points at the end

👤 Moderator - Set the Topic

Today we are going to discuss...

Our topic for today's discussion is...

As you know, today we are talking about...

👤 Moderator - Give a Speaker the Floor

Who would like to **begin / go first / open the discussion**?

Let's turn the floor over to **[Name]**.

Let's hear from **[Name]**.

[Name], what do you think?

👤 Moderator - Ask for Comments

Does anyone have anything to **say / add / contribute**?

Who would like to make a comment?

Any further comments?

Comments, anyone?

👤 Mod. - Ask for Questions

Who would like to ask a question?

Does anyone have a question?

Are there any questions?

Questions, anyone?

👤 Mod. - Ask for Replies

Who would like to **answer / respond to** that question?

Does anyone have an **answer / response**?

Could I have someone respond to that question?

Any comments?

👤 Mod. - Get Attention and Call to Order

Could I have your attention, please?

Would everyone stop talking for a moment?

Attention, please!

Listen up!

Let's not all talk at once.

Let's calm down.

Quiet down!

👤 Moderator - Stay on Topic

We seem to have gotten off topic.

Perhaps we could get back to the main point.

Let's not get off topic.

Coming back to the topic...

After using one of these phrases, look at your notes and either:

- ▶ restate the topic
- ▶ ask the most recent question again
- ▶ ask a new question related to the topic

👤 Moderator - Summary & Conclusion

To summarize / recap ...	In short /summary ...
In conclusion...	Altogether / overall , we thought...



Participant - Responsibilities

- 🗣️ speak loudly and clearly
- ⏸️ take your time speaking; do not rush
- 🗨️ take turns speaking; do not interrupt
- 👂 listen carefully to other speakers; make eye-contact and nod
- ❓ ask other speakers questions (for clarification or more information)
- 👤 let the moderator lead the discussion

Participant - Give Your Opinion

- I **think / feel / believe**... My opinion on **[this topic]** is that...
- I **am in favor of / support**... If you ask me, ...
- In my opinion... In my experience, ...
- The way I see it... It seems to me that...

Participant - Respond: Other Opinions

- I understand your position, **(but ...)**
- That is a valid point, **(but...)**
- I see your point, **(but...)**
- As **[you/Name]** said / mentioned (earlier), **[reword their opinion]**. I agree / disagree because...
- In regard to / Regarding **[Name]**'s comment about **[reword their opinion]**, I think...

Participant - Agree

- I agree with you completely.
- I couldn't agree more.
- That's a good point.
- My thoughts exactly.
- You're absolutely right.
- Definitely / Absolutely / Exactly. 🐼

Participant - Disagree

- I disagree with you completely.
- I have to disagree.
- I can't say that I agree.
- I beg to differ.
- I'm not so sure about that.
- I don't see it that way at all.
- Not at all / No way / I don't think so.

Participant - Ask a Question

- | Asking for | Further Information |
|---------------------------------|---------------------------------------|
| If I may ask... | I'd like to ask... |
| I was wondering... | I have a question for [Name] . |
| Could you tell us more about... | |

- | Asking for | Clarification |
|---|---------------|
| I'm sorry, I don't understand. | |
| Could you please repeat that / speak up / slow down | |
| What do you mean? | |
| What did you mean when you said [reword their statement] ? | |

Participant - Respond: Topic/Question

- If I may, I'd like to **answer / respond / reply to the question / make a comment**.
- There's something I'd like to say in response.

- 👤 Moderator: When a participant asks to speak, respond with:
 - ▶ Go ahead.
 - ▶ Please.
 - ▶ Please wait. [Someone else] wanted to speak next.