

👤 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.

