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| **Clarifying** | **Challenging** | **Summarising** |
| In other words, are you saying that…?Just to be clear, do you mean it is...?Am I right in understanding that…? | I see what you mean but…I'm not sure I agree because…An alternative view would be…I see your point but it’s also true that… | I think there are a few key ideas.Here’s where I think we areDo you agree that the main points are…? |

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| **Making a contribution** | **Developing points** | **Building on contributions** |
| I think one of the key points is…In my opinion…It seems to me . . .I feel that . . . | For example / for instance…Because…This is due to….What I mean by this is…My evidence for this is…My reasons are… | I’d like to add to that by saying…Just to build on \_\_\_\_\_’s pointAnother example is… |

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| **Starting the discussion** | **Encouraging others / asking questions** | **Moving the discussion on** |
| The question up for discussion is….We need to decide…The group has been asked to look at…To begin with…Why don’t we start by…? | Could I ask…?What do you think \_\_\_\_\_\_?Does anyone agree or disagree with that point?Have we gone into enough detail?Would anyone like to comment on that?Any other ideas?Let's make sure we hear from everyoneI wonder if…? | I think we should move on to the next pointWe have other areas to considerCould we move on to considering…?Why don’t we move on and come back to this if necessary? |