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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 are  Do 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 point  Another 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 everyone  I wonder if…? | I think we should move on to the next point  We have other areas to consider  Could we move on to considering…?  Why don’t we move on and come back to this if necessary? |