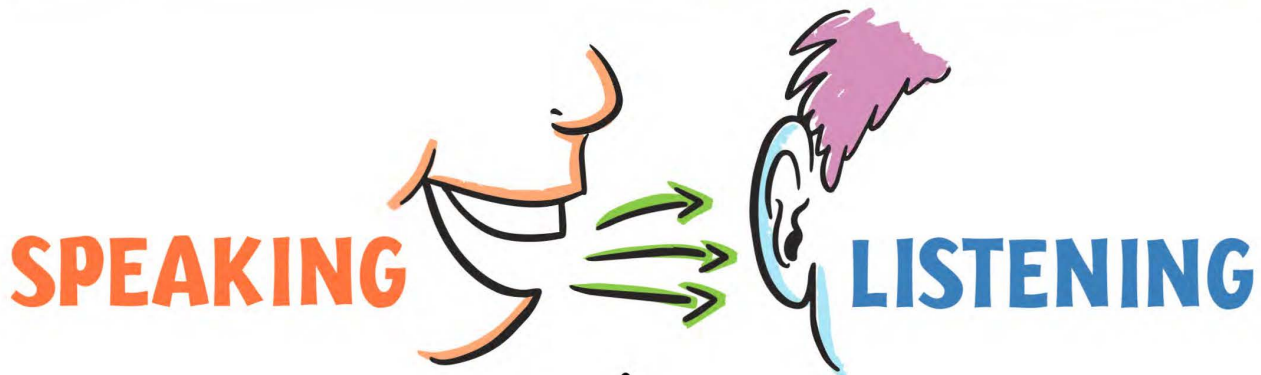




# How to Have a Discussion



- Take turns speaking.
- State and explain your ideas clearly.

- Stay on topic.
- Connect your comments to those of others.

- Answer questions.

- Offer your opinion, supported with reasons.

- Use specific vocabulary and language appropriate for the audience.

- Listen actively.
- Notice the speaker's gestures and expressions.

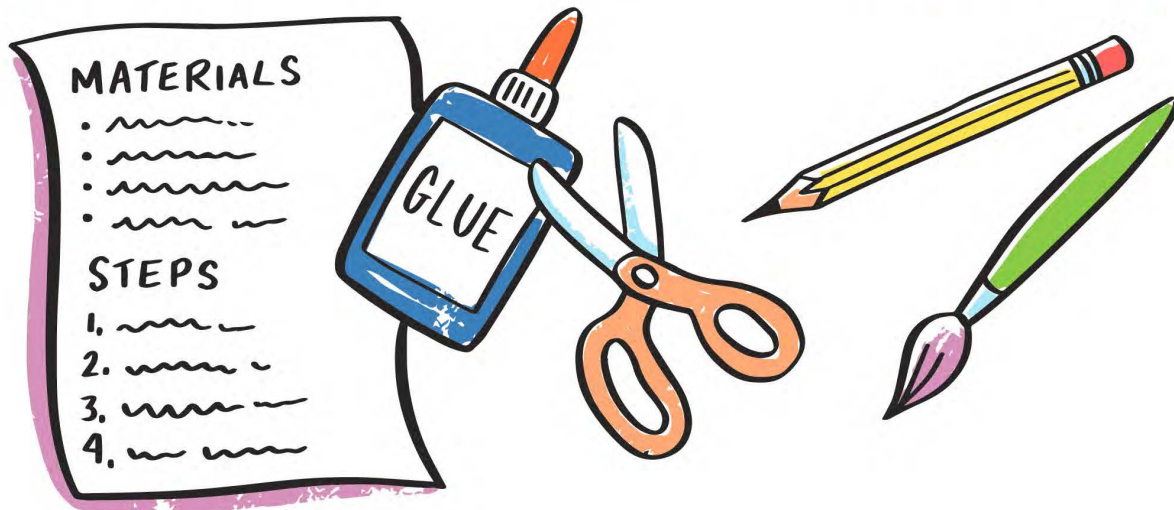
- Follow up to clarify what you heard.

- Ask relevant questions

- Identify points of agreement and disagreement.

- Summarize key ideas.

# Following and Giving Instructions



## Following Written Instructions

- **Read** the instructions all the way through.
- **Look for** a list of materials you will need.
- **Look for** numbered steps or sequence words: First, Next, Then, Last.
- **Do** what the instructions tell you.

## Following Oral Instructions

- **Listen for** the materials you will need.
- **Listen for** sequence words: First, Next, Then, Last.
- **Restate** each step in your own words.
- **Do** what the instructions tell you.

## Giving Written or Oral Instructions

- **List** the materials that will be needed.
- **Think** about what each step will be.
- **Use** numbers or sequence words to put the steps in order.
- **Write or say** the steps in order.