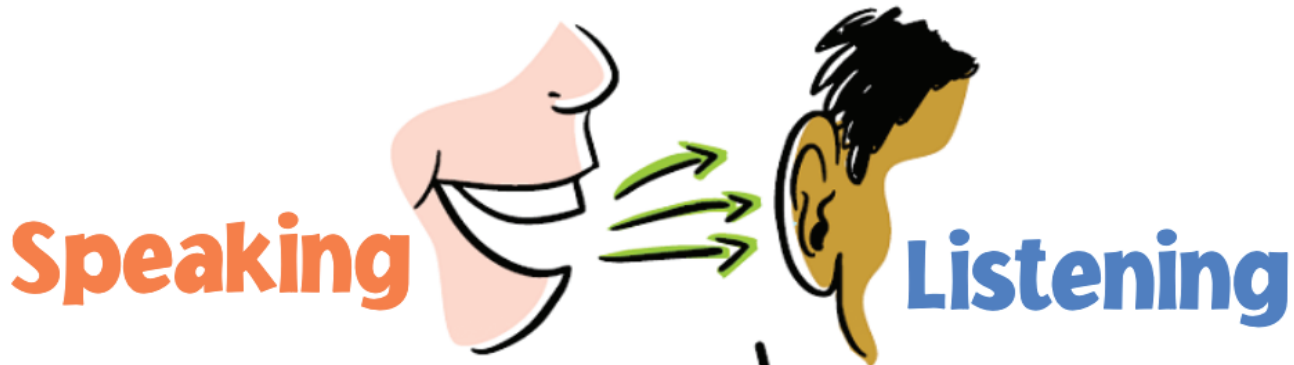




How to Have a Discussion



- | | |
|---|---|
| <ul style="list-style-type: none">• Take turns speaking.• State and explain your ideas clearly. Be sure to enunciate.• Use an appropriate speaking rate and volume. | <ul style="list-style-type: none">• Listen actively.• Notice the speaker's gestures and expressions. |
| <ul style="list-style-type: none">• Stay on topic.• Connect your comments to those of others. | <ul style="list-style-type: none">• Follow up to clarify what you heard. |
| <ul style="list-style-type: none">• Answer questions. | <ul style="list-style-type: none">• Ask relevant questions |
| <ul style="list-style-type: none">• Offer your opinion, supported with reasons. | <ul style="list-style-type: none">• Identify points of agreement and disagreement. |
| <ul style="list-style-type: none">• Use specific vocabulary and language appropriate for the audience. | <ul style="list-style-type: none">• Summarize key ideas. |