

Ways to Have a Good Discussion

1. Be prepared.
2. Sit so everyone can see one another.
3. Get started right away.
4. Look directly at the person who is talking.
5. Listen to understand.
6. Ask questions to understand better.
7. Speak clearly but not too loudly.
8. Wait for the speaker to finish.
9. Use language that invites the opinions of others.
10. Be sure everyone gets a turn.
11. Build on one another's ideas.
12. Respect one another's ideas.
13. Stay on the topic.
14. Give examples from the text that supports your thinking.