

## Group Discussion Guidelines

Use these guidelines to facilitate effective group discussions in class.

- Listen for good ideas, not “right” answers.
- Don’t interrupt another speaker; be patient and respectful.
- Use the phrase *yes, and . . .* instead of *yes, but . . .*
- Clarify what others have said: *What I hear you say is . . .*
- Use good body language to show you are fully listening.
- Ask for evidence of statements if necessary.
- Don’t monopolize the discussion; share the talk time.
- Address each other by name when asking a question or following up.
- Make the goal not to agree or win a debate but to deepen understanding.
- Encourage each member to join in the discussion.
- Keep on the topic; don’t wander off on other issues.