

Talk Tactics

Instigate

Present an idea or open up a new line of enquiry.



Start by saying:

- I would like to start by saying...
- I personally think...
- We haven't yet talked about...
- Let's also think about...

Build

Develop, add to or elaborate on an idea.



Start by saying:

- Building on x's idea...
- I agree and would like to add...
- X's idea made me think...

Challenge

Disagree or present an alternative argument.



Start by saying:

- I disagree with you because...
- To politely challenge you, I think...
- I understand your point of view but have you thought about...?

Probe

Dig deeper, ask for evidence or justification of ideas.



Start by saying:

- Why do you think...?
- What evidence do you have to support X's idea?
- Could you provide an example?

Clarify

Ask questions to make things clearer and check your understanding.



Start by saying:

- So are you saying...?
- Can you explain a bit more about..?
- Does that mean...?
- Can you clarify what you mean by..?

Summarise

Identify and recap the main ideas.



Start by saying:

- So far we have talked about...
- The main points raised today were...
- Our discussion focused on...
- Overall, the main points are...