

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:

- I agree and would like to add...
- Building on that idea, I think...
- That was a good point, it could also...

Challenge

Disagree or present an alternative argument.



Start by saying:

- I disagree with you because...
- To politely challenge you, I think...
- I have a different opinion to X because...

Clarify

Ask questions to make things clearer and check your understanding.



Start by saying:

- Do you mean...when you say...?
- Can you explain a bit more about...?
- Is that the same as...?
- To clarify, do you mean...?

Summarise

Identify and recap the main ideas.



Start by saying:

- The main points raised today were...
- Our discussion focused on...
- Overall, the main points are...
- The three main things we talked about were...