

GUIDELINES FOR GROUP DISCUSSIONS

- Seek the best answer rather than try to convince other people.
- Try not to let your previous ideas or prejudices interfere with your freedom of thinking.
- Speak whenever you wish, even though your idea may seem incomplete (but don't interrupt someone else.)
- Practice listening by trying to formulate in your own words the point that the previous speaker made before adding your own contribution.
- Avoid disrupting the flow of thought by introducing new issues. Instead wait until the present topic reaches its natural end. If you wish to introduce a new topic, warn the group that what you are about to say will address a new topic and that you are willing to wait to introduce it until people are finished commenting on the current topic.

- Stick to the subject and talk briefly and concisely.
- Avoid long stories, anecdotes or examples.
- Give encouragement and approval to others.
- Seek out differences of opinion; they enrich the discussion.
- Be sympathetic and understanding of other people's views.

[Taken from Davis, Barbara Gross (1993) Tools for Teaching, San Francisco: Jossey-Bass Publishers.]