

## 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.**

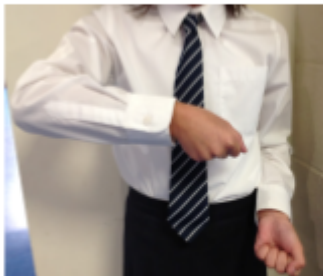


**Start by saying:**

I disagree 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...