

# 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...