

Activity Type

Vocabulary Exercises:
categorising,
brainstorming, writing
sentences (pair work)

Speaking Activity:
discussion,
communicative practice
(group work)

Focus

Discussion skills

Leading a discussion
language

Responsibilities for
leading a discussion

Aim

To learn and practice the
responsibilities of and
language for leading a
discussion.

Preparation

Make one copy of the
two-page worksheet for
each student.

Also, prepare three
discussion topics.

Level

Upper-intermediate (B2)

Time

40 minutes

Introduction

In this leading discussions worksheet, students learn and practice the responsibilities of and language for leading a discussion.

Procedure

Give each student a copy of the two-page worksheet.

First, students read suggestions for class discussions and label them as either 'do' or 'don't', depending on whether they think they are appropriate or not.

Exercise A - Answer key

- | | | | |
|----------|----------|-----------|-----------|
| 1. Don't | 5. Don't | 9. Do | 13. Don't |
| 2. Do | 6. Do | 10. Don't | 14. Do |
| 3. Do | 7. Don't | 11. Do | 15. Do |
| 4. Do | 8. Don't | 12. Do | 16. Don't |

Next, in pairs, students brainstorm two more dos or don'ts to add to the suggestions and write them down.

Have students share their suggestions with the class and provide feedback as required.

After that, students read six responsibilities of leading discussions and accompanying language examples. With their partner, students add one or two more phrases a person could use for each responsibility.

Afterwards, students share their sentences with the class.

Next, divide the students into groups of three (Student A, B and C).

Give the groups three topics to discuss.

In their groups, students discuss the three topics in turn.

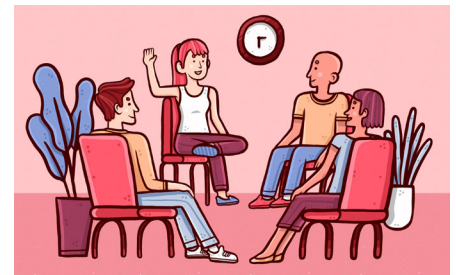
Following the responsibilities and language outlined in the worksheet, Student A leads the first discussion, Student B is the leader for the second practice, and Student C leads the final discussion.

As a variation, you could have the students form new groups comprising of Student A, B and C each time.

Note: This resource can be edited using a PDF editor.

A. Read the suggestions for class discussions. Write 'Do' or 'Don't' in the space provided, depending on whether you think they are appropriate or not.

1. Be offended if another speaker disagrees with you.
2. Speak in a pleasant and courteous manner to all members of the group.
3. Pay attention to your body language.
4. Acknowledge when someone has made a valid or interesting point.
5. Try to dominate the discussion.
6. Be ready to disagree but do it politely.
7. Interrupt and talk over other speakers.
8. Draw on personal experiences or anecdotes.
9. Pay attention to other speaker's contributions.
10. Use comments like 'that's stupid' or 'you're wrong'.
11. Speak with confidence and clarity.
12. Stay on topic and don't introduce irrelevant information.
13. Try to intimidate or insult another speaker or ridicule the contribution of others.
14. Take some time to consider your point before you speak.
15. Be respectful of other people's ideas and opinions.
16. Speak with an aggressive and angry tone.



B. With a partner, brainstorm two more dos or don'ts to add to the suggestions and write them below.

1.
2.

C. Now, read the responsibilities of leading a discussion and accompanying language examples. With your partner, add one or two more phrases a person could use for each responsibility.

1. Make introductions and state the purpose of the discussion

Example: *Welcome everybody. My name is Olaf and we are here today to discuss...*

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2. Ask questions to keep the discussion flowing.

Example: *So what are some possible reasons for this?*

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3. Make sure everyone contributes by inviting and encouraging others to speak.

Example: *Do you have anything to add Meng?*

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4. Ensure only one member of the group speaks at a time.

Example: *Hold that thought please Airi. Danso is just about to finish his point.*

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5. Ensure the discussion remains relevant and stays on topic.

Example: *That may be the case, but let's stick to the issue of...*

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6. Summarise the discussion.

Example: *OK. So in this morning's discussion we covered...*

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D. In groups, discuss the three topics assigned by your teacher in turn. Following the responsibilities and language outlined in the worksheet, Student A leads the first discussion, Student B is the leader for the second practice, and Student C leads the final discussion. Make notes below to prepare for the discussion.

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