

How to Talk Together in a Group



	Group Work Rules	True/ False	If false, why? What should it be instead? If True, why?	Top 5
1	Everybody talks at once.	False	Take turns to speak.	
2	If you think what's been said is not right, ask for reasons or an explanation.			
3	Rush to finish first.			
4	The best way to convince others that you're right is to shout.			
5	Make sure everyone in the group knows all the information you're working with.			
6	Never share your ideas: keep them all to yourself.			
7	Whoever talks the most should be the leader of the group.			
8	Say when you agree with what another person says.			
9	If people don't agree with you, ignore them.			
10	When choosing between alternatives, take a hands-up vote.			
11	Consider several possibilities before the group decides.			
12	If someone in the group doesn't understand your point, try saying the same thing using different words.			
13	After the chair of the group has said that it's someone else's turn to speak, keep talking.			
14	When someone has said something useful, ask them questions to understand what they mean.			
15	When disagreeing with someone else's point, give your reasons.			
16	Keep a note of what's been said that is useful.			
17	Have one person chair the group so that people don't talk over each other.			
18	Ask quiet people to have their say when they are reluctant to speak up.			

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19	Never change your mind.			
20	It doesn't matter if you start talking about something else and forget what you were supposed to be doing.			
21	Only agree with people you like.			
22	Make fun of other people's ideas.			
23	Be patient with those who don't yet understand and help them to catch on.			
24	When you've asked a question, leave a pause for the person you're asking so that they can think about their reply.			
25	There's no need to come to a conclusion at the end of a group session.			
Add own				
Add own				
Add own				