



RULES FOR CONVERSATION

BE PREPARED

1

Be sure you have read the text or thought about the ideas that the conversation is about.

2

TAKE TURNS

Speak when it is your turn. Be respectful. Wait until a speaker has finished speaking before you make your point. Raise your hand or look at the speaker to show that you want a turn.

USE GOOD LISTENING SKILLS

3

Listen closely. In order to add to the conversation, you need to listen to what others are saying and respond appropriately. You can show speakers that you have heard their points by acknowledging them by name.

4

STAY ON TOPIC

Talk about the topic of the conversation. Before you contribute, think about how you want to respond to another speaker and what point you want to make. Connect your ideas to other ideas in the conversation.

THINK

5

Think about the ideas people have discussed. Think about how your ideas are changing as a result of the conversation.

6

BE POLITE

Listen politely. You may not always agree with another speaker, but it is important to listen what a speaker has said and respond respectfully and politely.

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