



## Speaking and Listening





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## College and Career Readiness Standards for Speaking and Listening:

1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

What do you think is appropriate behavior when taking part in a group discussion?  
Drag each label into the correct category.

Press **start** to begin.

start





## How should you prepare for a group discussion?

Begin by researching the topic you are going to discuss. There are many different resources you could use:

- books
- newspaper articles
- podcasts
- online articles.

You could even speak to someone you know who is an expert on the topic.

Take note of anything you find out that you may want to mention during the group discussion. As you learn more about the topic, consider what your own thoughts and opinions are.





When researching any topic, it is important to make sure that your sources are reliable. This means that they are factual and **unbiased**. Are these sources reliable or unreliable? Select the correct answer for each source.

Press **start** to begin.

start

A website with 'wiki' in the title

reliable

unreliable





Before you begin a group discussion, you may need to make some decisions:

- What is the aim of your discussion?  
It may be to find something out, such as what students think about violence in films, or to decide something, such as the theme for a party.
- Is there a deadline for your discussion?  
When must you come to a conclusion?
- Do you need people to perform specific roles within the discussion?  
Should someone lead the discussion or take notes?



When you are participating in a group discussion, you need to demonstrate that you are listening to other group members.

Do these actions show that you are listening?

Drag each one to the correct box.

Press **start** to begin.

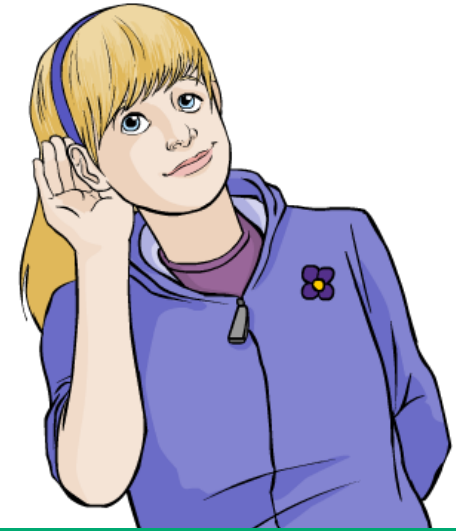
**start**





When participating in a group discussion, it is important to listen carefully to other people's ideas.

Your responses should show that you understand the subject and have reflected on what others have said.



How can you respond in a way that shows you have been listening during a discussion?

- Paraphrasing to confirm that you have understood.
- Making comments that relate to the points being made.
- Asking questions that expand on the points being made.
- Connecting different ideas that have been shared.





Imagine you are having a discussion about whether 16-year-olds should be allowed to vote.

One person says:

"16-year-olds don't know enough to vote.

Most of them don't care about politics anyway."

How could you respond to show you have listened?

Link these responses with the techniques used.

Press **start** to begin.

**start**



Questions can help to clarify opinions, gain further information and work out how different ideas are connected.

There are two types of question: open and closed.

**Closed questions** only require short answers, and often begin with “when,” “who” or “where.” For example, “where did you go on vacation?”

**Open questions** encourage more detailed answers, and often begin with “why” or “how.” For example, “why did you go there?”



Which type of question is most useful in group discussions?





Open questions encourage detailed answers, while closed questions encourage short answers, often only a few words long.

Look at these questions from a discussion about animal testing. Are they open or closed?  
Drag each question to the correct category.

Press **start** to begin.

start



## How can you contribute positively to a group discussion?

- Show enthusiasm and speak with confidence.
- Offer relevant information, ideas and opinions.
- Keep points short to give others the opportunity to speak.
- Ask questions to keep everyone involved.



## What should you avoid doing?

- Moving away from the topic.
- Criticizing or laughing at other people's ideas.
- Interrupting others.
- Not speaking and letting others do the work.





Sometimes in a group discussion you may be trying to persuade others to agree with your point of view. Here you will see three techniques that are being used to try and persuade others that graffiti is wrong. Match the example with the correct term.

Press **start** to begin.

**start**





In order to have a successful discussion, it is a good idea to select a topic that is interesting and challenging.

Split into groups and select a topic to research and discuss using the skills you have learned.

Here are some topic ideas to get you started:

- Stricter gun control laws would make America safer.
- Under-18s should not be allowed on social networking sites.
- Professional athletes should be paid less.
- Zoos are cruel and should be closed.
- Schools should require students to wear uniforms.

