

Consider each statement and decide whether it is a useful guideline for discussion. Be prepared to give reasons! Can you make a shortlist of the 7 most helpful discussion guidelines?

1. The best reader should decide.
2. Ask everyone in turn for their opinion.
3. Ask for reasons why.
4. Talking takes too much time – write the first idea
5. Be critical of the idea, not the person who put it forward.
6. If people challenge your ideas, you can give reasons for them.
7. Choose as quickly as you can so that you get finished.
8. Discuss all the alternatives before deciding.
9. If a wrong decision is made, point out who is to blame.
10. If you hear a good reason, you can change your mind.
11. If you know something important, keep it to yourself. Otherwise people cheat.
12. If you want to be heard you have to speak forcefully or shout.
13. Stick your fingers in your ears – you know your own mind!
14. Make sure the group agrees after talking.
15. Make up your own mind straight away and stick to it.
16. Respect other people's ideas.
17. The group tries to agree before making a decision.
18. The most naturally talkative person should speak most.
19. The group should try to stick to the topic.
20. The oldest person should lead the talk.
21. There should be a leader and the group does what they say.
22. You should always agree with your friends.
23. All relevant information is shared among the group.
24. Build on what the previous speaker said.
25. Be prepared to change your mind - it shows you have listened and can accept good reasons.
26. Look at and listen to the person who is talking.
27. If you don't like someone, make sure they don't get heard.
28. In the end it doesn't matter what is decided. Whatever is ok.
29. If someone gives a reason you don't think is good, you should question it.
30. It's important to win an argument – no matter what.