



Chaired Discussion

This is a list of useful expressions for use in a chaired discussion i.e. a more formal discussion with a chairperson who opens and closes this discussion and asks people to contribute – and keeps order if things get a bit heated!

Useful Expressions

Asking for a contribution:

Could we hear from ...?
Has anybody got anything to add?

Stating opinions:

I think/I feel
My opinion is ...
In my opinion/To my mind ...
As far as I`m concerned ...
If you ask me ...

Agreeing:

I completely agree with Ms X/ with what Ms X/ Katrin said
Ms X/ Katrin is absolutely right in saying that ...

Disagreeing:

That`s quite true, but ..
That`s a perfectly valid point, but ...
I quite see your point, but ...
I`m afraid I can`t agree
I`m afraid there`s no way I can agree
I`m afraid I can`t possibly agree

Interrupting:

Just a moment,/ Excuse me, but ...

Asking for permission to contribute:

Can I add something on this point?

I would like to take up Ms X's point / Katrin's point ...

(In a really formal chaired discussion you might be representing a whole group of people so you could say something like:

May I answer on behalf of ...(the first semester students e.g.)/ I would like to speak on behalf of)

When you can't follow an argument:

Excuse me, but could you just say that again?

I'm sorry, but I didn't quite follow your argument.

(Could you just explain that again)?

Am I right in thinking that ...?

Getting people back to the point:

I think we're getting away from the point

Could we perhaps get back to the point?

Listing:

First(ly) ..., second(ly), third(ly), finally/lastly

Stating a conclusion:

... This means that ...

....It follows that ...

...It suggests that

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