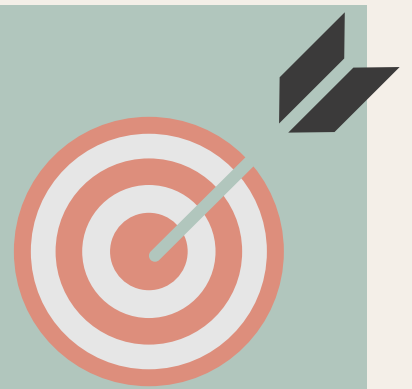

PROCESS IN LEADING A GROUP DISCUSSION

Consider these phrases to help lead and manage a group discussion

INTRODUCING THE DISCUSSION

Nice to see all of you.
I'd like to welcome everyone our meeting/discussion



ORGANIZING THE TOPIC

Our topic for today's discussion is...
Today we're going to talk about the upcoming trade fair



BACKGROUND INFORMATION

Before we get started, **let me give you an update on** our sales campaign. **We'll begin with** a summary of our last discussion/ a rundown of what's happened since the last time.



ASKING QUESTIONS

For comments: Does anyone have anything to say/to add?
Asking for responses: Who'd like to respond to the question? Does anyone have an answer/response to that?



REMINDERS:

- Keep your agenda succinct by organizing your talk before your meeting/lecture and provide opportunities to pause, reflect, and inquire with your listeners.