

Rules for talk

- **Respect each other's opinions**
 - **One voice at a time**
 - **Say what you think**
 - **Say why you think it**
- **Build on what others say**
- **Support and include each other**
- **Ask when you don't understand**
- **Try to reach an agreement**
- **Be noise aware**

Rules for listening

- **Respect each other's opinions**
- **One voice at a time**
- **Don't interrupt**
- **Listen carefully**
- **Be open to new ideas**
- **Think about what others say**

Talking well...

- **Plan and organise your ideas**
- **Speak clearly and confidently**
- **Vary your expression to interest your listener**
- **Take account of what others say before responding**
- **Ask questions to clarify ideas**
- **Speak formally in situations that require it**

Talking better

- **Plan the most effective way to structure your ideas**
- **Choose your words carefully to suit your audience and purpose**
- **Vary your volume, pace, expression and body language**
- **Take account of what others say before responding**
- **Ask questions to extend thinking and generate new questions**
- **Speak formally if the situation requires it**
- **Reflect and refine**