## ‘Guidelines for discussion’

## Some rules for discussing

When **discussing**, there are a few points that help making it easier for you to explain your position and for the other person to understand your arguments:

* Speak calm and clear
* Don’t interrupt: Let everyone finish explaining the point they are trying to make.
* Be descriptive: Make sure everyone knows exactly what you are talking about.
* Be concrete: Point out exactly what you see different and why
* Be constructive: Show options of how your arguments might contribute to the others argumentations and leave room for different opinions
* Be team players: don’t just follow your own path but take up what others say and react to each other’s argumentation
* Be realistic: If you are working on a tight timeline, do consider whether bringing all your arguments is necessary or whether there are points that are more essential than others.
* Be interested: ask questions and try to understand the other’s arguments
* Be friendly: the role-play is a debate not a fight
* Don’t overdo it: if you feel that your argumentation is not fruitful, don’t start over and over again.
* Ask for clarification: If in doubt, ask what they meant by what they said.
* Take notes: Write down the important points, interesting arguments, differences and similarities, …