

Listening and Speaking, 1st sem 2021/22
Chairing and Summarising Discussions

The role of the chairperson

1. Introduce the topic and the group members

*Today's discussion will focus on XXXX. John and Jane will be supporting the argument and Mary and Mark will be arguing against it.
XXXX is the topic of today's discussion. John and Jane will be speaking in favour and Mary and Mark will be opposing the proposal.*

2. Provide background information

*XXXX has been a topic of discussion for ... years.
This is an important subject because ...
At present there are a number of issues concerning this topic such as ...
Let's just clarify what is meant by ...*

3. Invite someone to start the discussion

*Mary, would you like to start with your first point?
I'd like to ask Mark to open the discussion.
Let's begin with Jane and the arguments in favour.
John, how do you feel about...?*

4. Manage contributions

*Jane would you like to add anything?
Let's hear what Mark has to say on this point.
Thanks for your contribution Mary. Would anyone like to comment on what Mary has just said?*

Summarising

The person summarising needs to make quick notes of some of the points being argued and be prepared to mention two or three points on each side.

1. Phrases for summarising

OK, let's recap what has been discussed today ...

Now I'd like to summarise today's discussion ...

2. Introducing different perspectives

Those against, argued that ...

Those arguing against, claimed that ...

They also stated that ...

On the other hand, it was suggested that ...

In contrast, Mary and Mark believe ...

It was also felt that ...

3. Closing statement

Well, that brings us to the end of today's discussion. Thanks to everyone for their contributions.

OK. We're out of time, so let's finish there. Thanks to everyone for a very interesting discussion.

4. Example of a summarising speech

Let's recap what has been discussed today. Those against the police carrying guns in the UK ***argued that*** the police having weapons doesn't necessarily make countries safer. ***They also stated that*** arming the police may possibly lead to more criminals wanting to arm themselves too, which could lead to more violence.

In contrast, the others believe that the UK is a sufficiently violent society to warrant the police carrying guns. ***It was also felt that*** it is unfair to expect a modern police force to fight violent crime without the right 'tools' for the job.

Well, that brings us to the end of today's discussion. Thanks to everyone for their contributions.