

◆ Opening a Discussion

- “Shall we begin?”
 - “Let me start by saying...”
 - “To kick off the discussion...”
 - “Let’s set the context first...”
 - “I’d like to begin by highlighting...”
-

◆ Stating Your Opinion

- “In my opinion...”
 - “I strongly believe that...”
 - “From my perspective...”
 - “It seems to me that...”
 - “As far as I’m concerned...”
-

◆ Agreeing with Others

- “I completely agree with you.”
 - “That’s a valid point.”
 - “I second your opinion.”
 - “I’m on the same page.”
 - “You’ve made a strong argument.”
-

◆ Disagreeing Politely

- “I respect your opinion, but I see it differently.”
 - “I beg to differ.”
 - “That’s one way to look at it, but I believe...”
 - “While I understand your point, I think...”
 - “However, from another perspective...”
-

◆ Clarifying / Asking for Clarification

- “Could you please elaborate?”
 - “I didn’t quite get that—can you explain again?”
 - “What exactly do you mean by...?”
 - “Are you suggesting that...?”
-

◆ Adding to Someone's Point

- "Adding to what you just said..."
 - "I'd like to build on your point."
 - "That reminds me of another example..."
 - "Just to expand on that idea..."
-

◆ Giving Examples

- "For instance..."
 - "A good example would be..."
 - "Let me illustrate this with..."
 - "Consider the case of..."
-

◆ Summarizing or Concluding

- "To sum up..."
 - "In conclusion..."
 - "So, what we've discussed so far is..."
 - "Let's wrap up the discussion with..."
 - "To summarize the key points..."
-

◆ Time and Turn Management

- "Let's ensure everyone gets a chance to speak."
- "We're running short on time, so let's conclude."
- "Can we move to the next point?"
- "Let's give others a chance as well."

www.tpcglobal.in