**HOW TO AID DISCUSSION**
**BY ASKING THE RIGHT QUESTIONS***

To Define Problems:

1.  As I understand it, the problem is........ does anyone have additional information on the issue?

2.  Would anyone care to suggest facts we need to better understand the issues involved?

To Broaden Participation:

1.  We've heard from some of you.  Would others who have not spoken like to add their ideas?

2.  How do the ideas presented so far sound to those of you who have been thinking about them?

3.  What other issues related to this problem should we discuss?

To Limit Participation:

1.  (To a dominating participant)  We appreciate your ideas but perhaps we should hear from others.  Would some of you who have not spoken care to add your ideas to those already expressed?

2.  You have made several good comments and I wonder if someone else might like to ask a question  or make a statement.

3.  Since all of the group has not yet had an opportunity to speak, I wonder if you would hold your  comments until a little later.

To Focus Discussion:

1.  Where are we in relation to the decision we need to make?

2.  Would you like to have me review my understanding of what's been said and where we are?

3.  That's an interesting comment.  However, I wonder if it relates exactly to the problem that is before us?

4.  As I understand it, this is the problem...... Are there additional comments before we come to a decision?

To Move The Meeting Along:

1. I wonder if we have spent enough time on this and are ready to move along to...... ?

2. Have we gone into this aspect of the problem far enough so that we could shift our attention to....... ?

3. In view of the remaining agenda items (or time we have set to adjourn) would it be well to go on to the next question before us?

To Help The Group Evaluate Where It Is:

1. Do any of you have the feeling we are at an impasse on this issue?

2. Should we look at our original objective for this discussion and see how close we are to it?

3. Now that we are nearing the end of the meeting would anyone like to suggest how we might improve our next meeting?

To Help Reach A Decision:

1. Do I sense an agreement on these points…..?

2. We seem to be moving toward a decision that would…… (Chairperson describes decision) Should we consider what it will mean in terms of…….. if we decide this way?

3. What have we accomplished up to this point?

4. Would someone care to sum up our discussion on this issue?

To Provide Continuity:

1. At our last meeting we discussed this issue. Would someone care to review what we covered then?

2. Since we will not complete this discussion at this meeting, what are some of the issues we should take up at the next meeting?

*Adapted from "Working with Groups", Lizette Weiss, Director of Public Affairs, Association of Bay Area Governments, Berkeley, California.