


How to ask for opinions

A good meeting facilitator will include all participants in decisions and discussions. An obvious key language skill is being able to ask for opinions. There are various phrases and methods for asking for opinions and involving all people. The following are a list of some of those phrases and methods.

Asking for opinions


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| What do you think? | Could you tell me what you think? |
| What are your thoughts on this? | What is your opinion about this? |
| How do you feel about this? | What are your feelings on this issue? |
| Do you agree with this? | Do you have any views on this? |

 *Remember in Teleconference meetings it is a good idea to use direct questions using names to avoid long silences or confusion on who should answer the question.*

Involving all people

Another method often used in meetings to elicit opinions and responses is to use phrases, which encourage quieter meeting participants to contribute.

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| We have not heard from you yet, Jon. |
| Can we hear what Paul has to say? |
| Sharon, you are very quiet. Would you like to comment? |
| Steven I would like to hear your feelings on this |

 *Global meetings can sometimes be intimidating especially for participants whose first language is not English. Therefore when possible it is a good idea to give a positive comment after someone has spoken to create a positive atmosphere.*

Comments to support and focus

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| That's a good idea |
| Yes that might work |
| Thanks for that interesting comment |