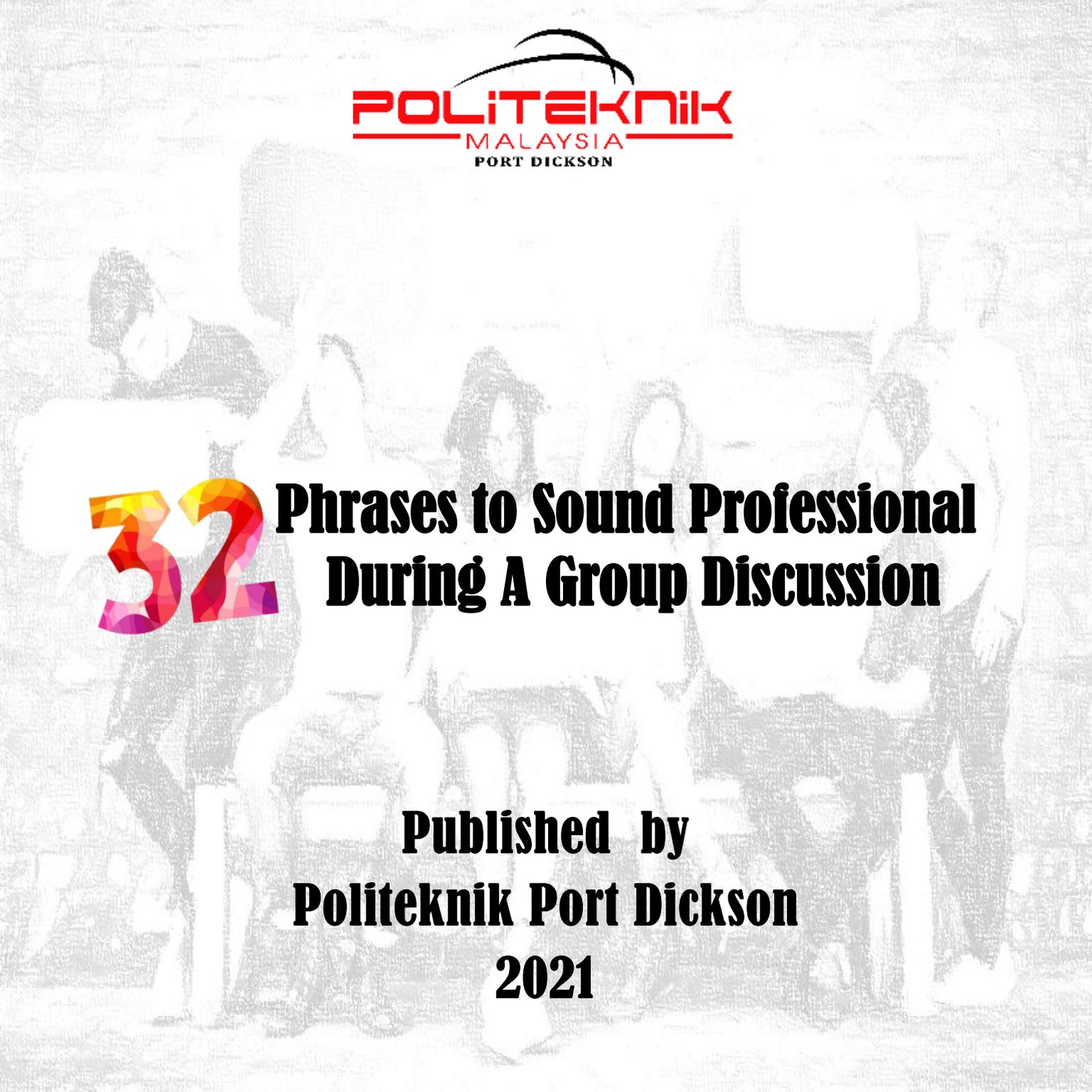


32

Phrases to Sound Professional During A Group Discussion





32 **Phrases to Sound Professional
During A Group Discussion**

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Foreword

by Teng Yee Ling Susan

Author of *“32 Phrases to Sound Professional During A Group Discussion”*

First and foremost, I would like to thank God Almighty for giving me the strength and willpower to accomplish this little dream. It is a great pleasure to present 32 Phrases to Sound Professional During A Group Discussion.

I wish to take this opportunity to thank my students for planting the seed of this wonderful idea in my mind through the experiences gained from the group discussion sessions. To Google Images, I would like to give credit and acknowledgement for using several graphics in this book for educational purposes.

What is so special about this book? Susan Teng’s Expressions Chart is included in this book with the hope for acing a group discussion. Scan the QR Code!

I hope that this publication will aid students in overcoming the anxiety of group discussion. All the best!

Teng Yee Ling Susan
Politeknik Port Dickson
Malaysia

★ Susan Teng's Expressions Chart

11. Make Enquiries

12. Wrap up

1. Greetings and Self Introduction

10. Encourage the Contributions of Others

2. Give Suggestions

9. Take Turns Speaking

Content

3. Agree to Suggestions

8. Interrupting

4. Disagree to Suggestions

7. Make Clarifications

5. Justify Opinions

6. Ask for Clarifications



Susan Teng's Expressions Chart

Giving Suggestions	Agree to Suggestions/Opinions	Disagree to Suggestions/Opinions
•	•	•
•	•	•
Giving Opinions	Ask for Clarifications	Making Interruptions
•	•	•
•	•	•
Taking Turns	Encouraging Others to Speak	Wrapping Up
•	•	•
•	•	•



Use gestures and facial expressions to enhance meaning!



1. GREETINGS AND SELF INTRODUCTION

Good morning
everyone. I'm
Khoo from
DTK1A.



<https://tinyurl.com/j4ztzesw> / Google Images

Greetings and Self Introduction

Good afternoon
everyone. May I
introduce myself? I'm
Aziz from DKM1A.



<https://tinyurl.com/j4ztzesw> / Google Images

Greetings and Self Introduction

Hi everyone. Let me introduce myself. My name is Nora and I'm from DKA1B.



<https://tinyurl.com/j4ztzesw> / Google Images

Greetings and Self Introduction



Hello. I'm Revathi from DSK1A.

<https://tinyurl.com/j4ztzesw> / Google Images

Greetings and Self Introduction

A background pattern of floral embroidery on a light-colored fabric. The flowers are rendered in shades of red, orange, and yellow, with green leaves and stems. The embroidery style is cross-stitch, with visible grid patterns and fine lines.

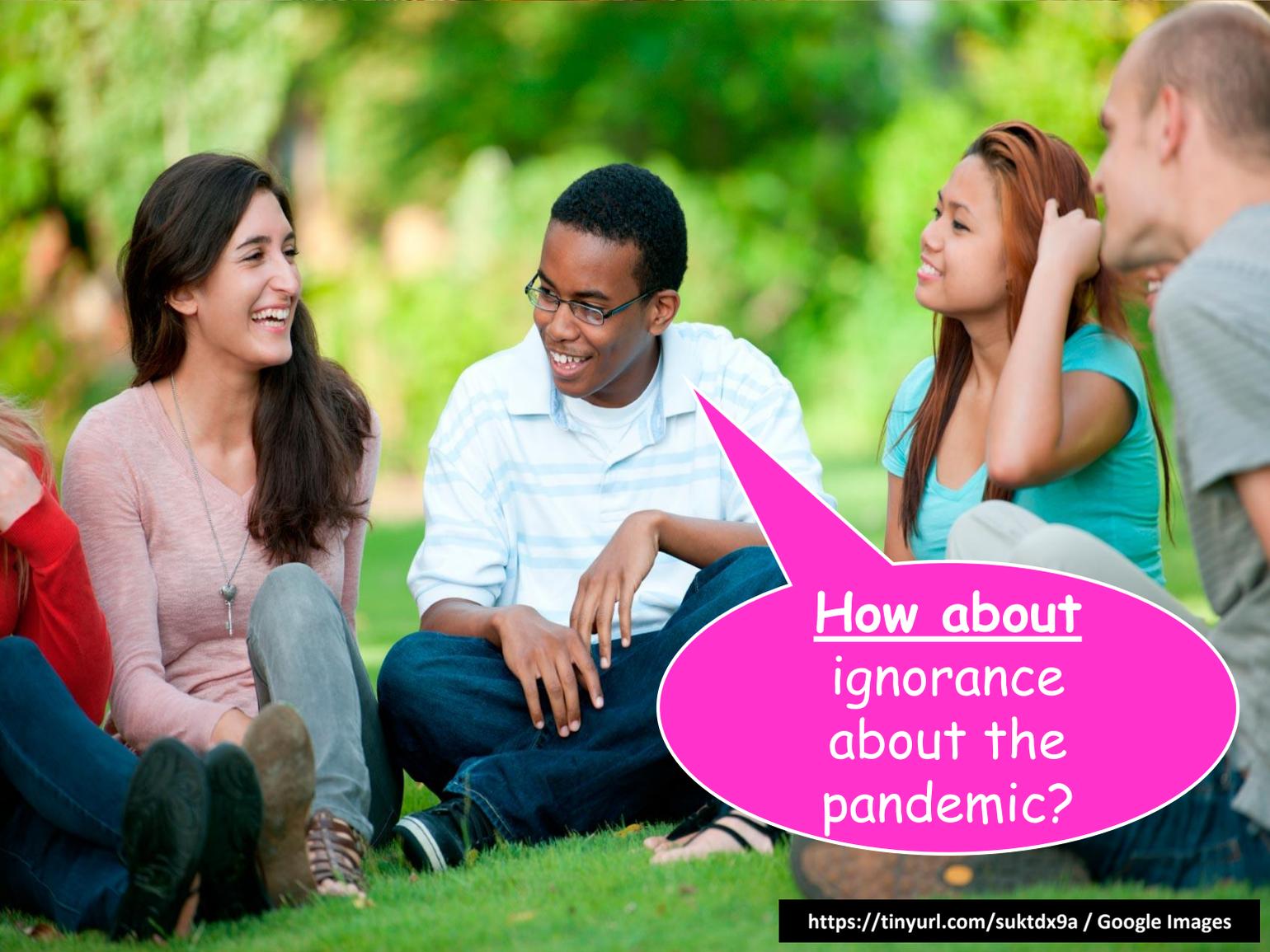
2. GIVE SUGGESTIONS

Don't you think attending events increases your risk of getting and spreading Covid-19?



<https://tinyurl.com/suktdx9a> / Google Images

Give Suggestions



How about
ignorance
about the
pandemic?

<https://tinyurl.com/suktdx9a> / Google Images

Give Suggestions





How do you feel
about hand
hygiene?

<https://tinyurl.com/suktdx9a> / Google Images

Give Suggestions





3. AGREE TO SUGGESTIONS



I could not have said it better!

<https://tinyurl.com/4p3mtepd> / Google Images

Agree to Suggestions





Yes, I
agree
with you!

<https://tinyurl.com/4p3mtepd> / Google Images

Agree to Suggestions



Exactly!

<https://tinyurl.com/4p3mtepd> / Google Images

Agree to Suggestions

A vibrant floral background featuring large, stylized flowers in shades of yellow, pink, and light purple. The flowers have detailed centers, some with dark grey or black patterns. The overall style is soft and artistic, with a watercolor-like texture.

4. DISAGREE TO SUGGESTIONS



<https://tinyurl.com/ehb28zjm/> Google Images

Disagree to Suggestions





I'm afraid
I disagree.

<https://tinyurl.com/ehb28zjm/> Google Images

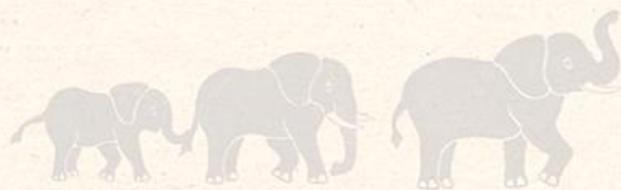
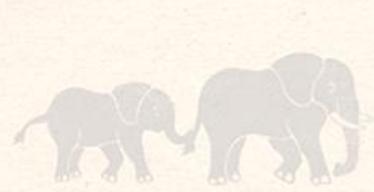
Disagree to Suggestions

That's an interesting idea, but don't you think store shopping is fun?

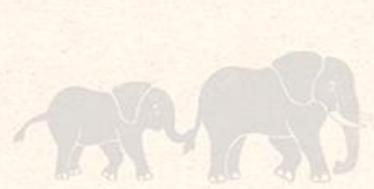
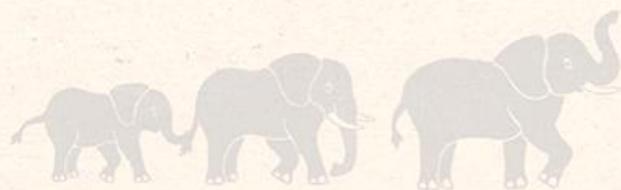


<https://tinyurl.com/ehb28zjm/> Google Images

Disagree to Suggestions



5. JUSTIFY OPINIONS





Personally, I believe that we can do more activities in hot weather such as going to the bank or walking the dog.

Google Images

Justify Opinions

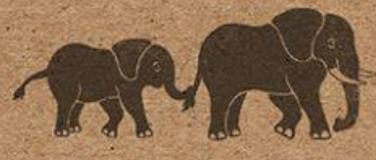


In my opinion, hot weather is challenging. Everybody knows that it makes us feel tired.

Google Images



Justify Opinions





6. ASK FOR CLARIFICATIONS

I am sorry, but
I am not sure I
understand.



<https://tinyurl.com/2zv4kjdm> / Google Images

Ask for Clarifications



Sorry, but
I don't
quite
follow you.

<https://tinyurl.com/2zv4kjdm> / Google Images

Ask for Clarifications



Sorry, I am not sure I know what you mean.

<https://tinyurl.com/2zv4kjdm> / Google Images

Ask for Clarifications





7. MAKE CLARIFICATIONS



Let me put it
in another way.

<https://tinyurl.com/bjaxdrwt> / Google Images

Make Clarifications



Let me
explain
that.

<https://tinyurl.com/bjaxdrwt> / Google Images

Make Clarifications



In other words...

<https://tinyurl.com/bjaxdrwt> / Google Images

Make Clarifications



8. INTERRUPTING



May I interrupt?

<https://tinyurl.com/4e4r9huy> / Google Images

Interrupting



Sorry to interrupt.

<https://tinyurl.com/4e4r9huy> / Google Images

Interrupting



Can I add something here?

<https://tinyurl.com/4e4r9huy> / Google Images

Interrupting



9. TAKE TURNS SPEAKING

Can I
speak
first?



<https://molkoj.org/> / Google Images

Take Turns Speaking



May I?

<https://molkoj.org/> / Google Images

Take Turns Speaking



A photograph of four people sitting around a wooden table in a cafe, laughing and talking. The scene is festive, with a green border at the top and bottom featuring a repeating pattern of Christmas trees. A speech bubble is overlaid on the top right of the image.

Should I go ahead with my argument?

<https://molkoj.org/> / Google Images

Take Turns Speaking



**10. ENCOURAGE THE
CONTRIBUTIONS OF
OTHERS**

A group of four diverse people are sitting around a table in a cafe, laughing and talking. The woman on the left has curly dark hair and is wearing a black leather jacket. The woman in the center has long dark hair and is wearing a blue denim jacket. The man on the right has short dark hair and is wearing a green shirt. The woman on the far right has long blonde hair and is wearing a white top. There are white coffee cups on the table. The background is a blurred indoor setting with a lattice pattern.

I am sure you
have something
to add to this.

<https://tinyurl.com/2znnucdr> / Google Images

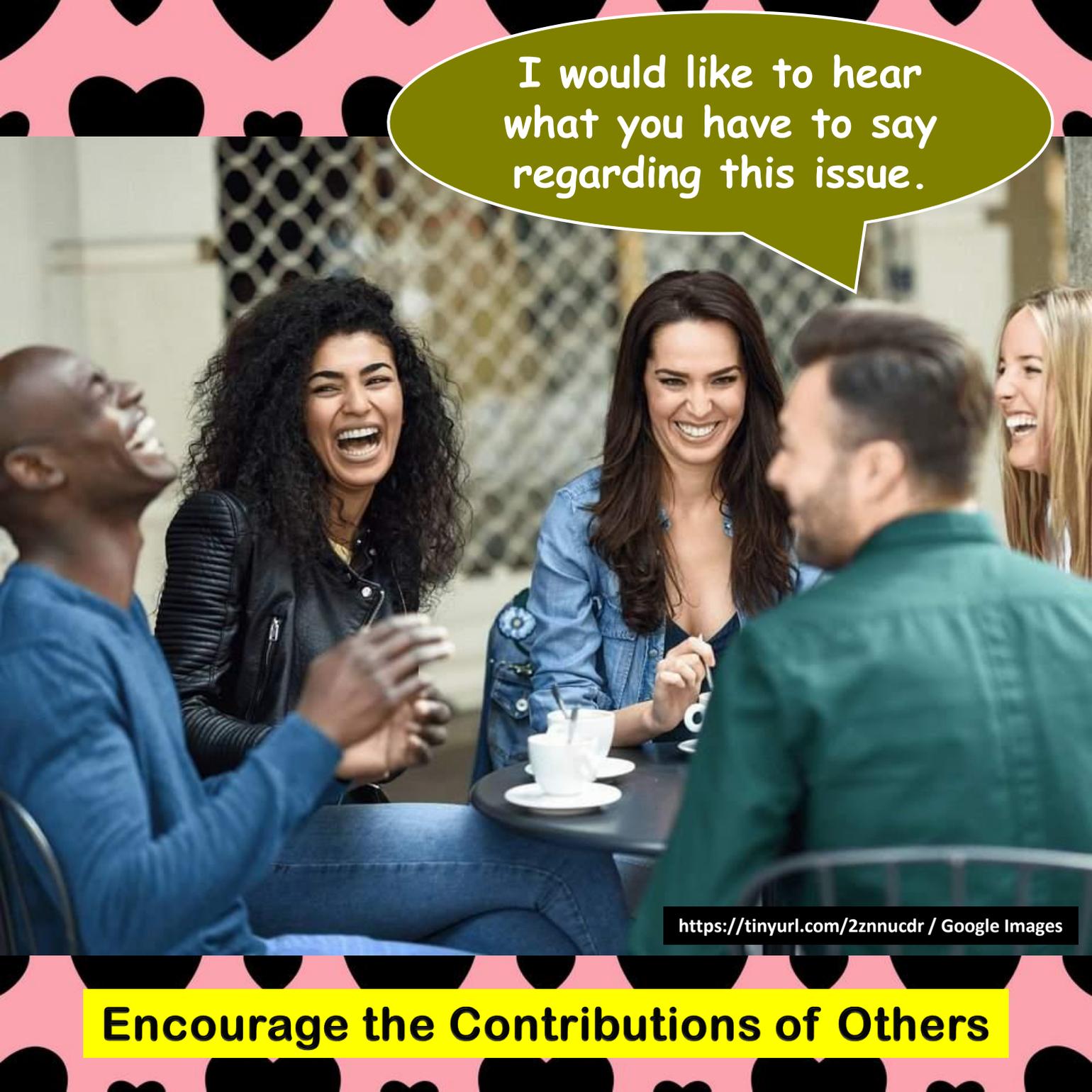
Encourage the Contributions of Others

Would you like to comment on this?



<https://tinyurl.com/2znnucdr> / Google Images

Encourage the Contributions of Others

A group of four diverse people are sitting around a small round table in what appears to be a cafe or a casual meeting space. They are all laughing and smiling, creating a warm and positive atmosphere. The man on the left is wearing a blue long-sleeved shirt and is laughing heartily. The woman next to him has dark curly hair and is wearing a black leather jacket. The woman in the center has long dark hair and is wearing a denim jacket. The man on the right is wearing a green shirt and is seen from the back. A woman with blonde hair is partially visible on the far right. There are white coffee cups on the table. The background shows a white lattice partition. The image is framed by a pink border with black heart patterns.

I would like to hear what you have to say regarding this issue.

<https://tinyurl.com/2znnucdr> / Google Images

Encourage the Contributions of Others



11. MAKE ENQUIRIES

A photograph of two men smiling and talking outdoors. The man on the left has a beard and a backpack. The man on the right is bald. The image is overlaid with several speech bubbles containing question words. The top of the image and the bottom of the image have a decorative border with green holly leaves, red berries, and white snowflakes. The background of the photo is a blurred outdoor setting with green trees.

What?

Where?

How?

When?

Which?

Whose?

Who?

Why?

Whom?

<https://tinyurl.com/ky9adj39> / Google Images

Make Enquiries



12. Wrap up

I think we have spent enough time on this topic. Moving on...



<https://tinyurl.com/e6ts2bj2> / Google Images

Wrap up



If nobody has anything else to add, let us move on to the closure.

<https://tinyurl.com/e6ts2bj2> / Google Images

Wrap up



**Unhappy
non-participant**

Dominator

**THE 4 ROLES THAT
YOU SHOULD AVOID
AT ALL COSTS
DURING A GROUP
DISCUSSION**

Attacker

Clown

Sharing Ideas Professionally



KEMENTERIAN PENDIDIKAN TINGGI



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