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# Key Phrases for Collaboration

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There's always room for improvement. Two-Minute Reads are a free tool you and your organization can use just for that reason.

For some of us, especially introverts, it can be difficult to interject our ideas into a fast-paced conversation. Try some of these phrases as interjections to gain control of the floor and foster a collaborative conversation.

## Key Phrases for Challenging

- I can see your point, but...
- Perhaps, but don't you think that...
- I agree to some extent, but...
- I like your point, but...
- I tend to think...
- But what about...?
- Yes, but on the other hand...
- I am afraid I cannot agree with...
- I think that's debatable.
- Let me push back on you...

## Key Phrases for Describing

### Objectives/Intentions

- What I intend to do is to explain...
- Today, I'm going to talk about...
- My topic today is...
- What I'd like to do is to discuss...
- The purpose of this talk is...
- This talk is designed to...

## Key Phrases Asking for Opinions

- What are your views on...?
- What are your feelings about...?
- What is your opinion of...?

## Key Phrases Following up a Question

- I think you've answered a slightly different question. What I would like to know is...
- I understand that but what I actually had in mind was...
- Perhaps I didn't make my question clear. In fact what I asked was...

## Key Phrases for Advising/Persuading

- Don't you think it would be better to...
- My advice would be to...
- I can offer some insight about...
- Why don't you...
- I think you should...
- I think it would help you if...
- You might want to know that...
- Let me help you with...

## Key Phrases for Clarifying

- Tell me more about...
- Just because I am unclear, can you clarify...
- Can you help me better understand...

## **The Reflective Language of Collaboration: Key Phrases**

Follow these four steps in consecutive order to guide a conversation towards collaboration.

### **1. Paraphrase to promote reflection:**

*In other words,...*

*Let me make sure I understand...*

### **2. Clarify to promote reflection:**

*Tell me what you mean when you...*

*It would help me understand if you would give an example of...*

*So, are you saying/suggesting that...?*

### **3. Mediation stems:**

*What do you think would happen if...*

*How do you come to a conclusion about...?*

*What is the impact of... on...?*

### **4. Find a solution together through suggestion:**

*The research in this area shows...*

*A recent article in ... said that...*

*There are several other approaches...*

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