

## **Speaker or listener simplest responses game turn taking practice/ active listening practice**

*Without looking below for now, listen to your teacher read out phrases used by the person who is speaking most (“(Main) speaker”) and phrases used by the person listening and maybe responding or reacting (“Listener”) and raise one of the two cards which you have given. If someone is interrupting (including giving the turn back at the end of the interruption) or refusing to speak, raise the “Listener” card. If you think both are possible, only raise the card of the person who you think more commonly uses that phrase.*

*Label the sections below with S for (main) speaker or L for listener. The phrases in one section all have the same category, so look at phrases above or below if you aren’t sure about one phrase.*

*Check your answers as a class.*

*Play the same raising cards game in groups.*

*Ask about any phrases which you don’t (fully) understand.*

*Without looking at the first worksheets, brainstorm suitable phrases into the spaces given on the brainstorming sheet. Many other suitable phrases are possible.*

*Use the first worksheet to check and expand on your answers, then brainstorm more.*

*Compare your answers as a class or with the answer key.*

*Test each other in groups:*

- Play the same raising cards game
- Read out phrases until your partner identifies the function
- Choose one function and help your partner make suitable phrases

*As you discuss a topic, try to use as many of the functions cards as you can.*

Cards to hold up

<b>(Main) speaker</b>	<b>Listener</b>
<b>(Main) speaker</b>	<b>Listener</b>
<b>(Main) speaker</b>	<b>Listener</b>
<b>(Main) speaker</b>	<b>Listener</b>
<b>(Main) speaker</b>	<b>Listener</b>

*Label the sections below with S for (main) speaker or L for listener.*

- Can I just interrupt (for a minute)?
- Can I come in here (for a second)?
- Sorry, can I stop you there?
- Can I/ Could I (just) say something (here)?
  
- Yes, please go ahead.
- Go ahead, please have your say.
  
- Right.
- Sure.
  
- Mmmm hmmm.
- Yeah (yeah) (yeah).
- Yup (sure).
  
- Of course.
- Good idea.
  
- Got it.
- Okay.
  
- Now, where was I? Oh yes,...
- (Now) where were we? Oh yes,...
- What was I saying? Oh yes,...
  
- Sorry to interrupt, but...
- Sorry to stop you (in full flow), but...
- Sorry to butt in, but...
  
- Oh yeah?
- Really?
  
- Sorry, can I just finish what I'm saying?
- Sorry, can I just finish this one point?
  
- But you probably know more about this than me.
- But you might have another point of view.
  
- Is that a fact?
- Is that right?
- (Do) you think so?



- Sure, and...
- Of course, but...
- Me too! In fact,...
- That's nothing! I...
  
- What do you think?
- What do you reckon?
  
- Do you agree?
- Do you feel the same way?
  
- I know (just) what you mean.
- I know!
- I see what you mean.
  
- Don't you think so?
- Don't you think?
  
- Absolutely!
- No kidding.
  
- I suppose so, yeah.
- Makes sense.
  
- If I can just (interrupt) (for a moment),...
- Before you go on,...
- I hate to interrupt (you) (in full flow), but...
- I'll let you finish in a minute, but...
  
- Do you know what I mean?
- Know what I mean?
  
- If you know what I'm saying.
- If you know what I mean.
  
- Carry on.
- Go on.
- And then?
  
- So?
- So,... right?
  
- (That's) no surprise.
- You don't surprise me.

- Are you?/ Is he?/ Is she?/ Are they?
- Did you?/ Did he?/ Did she?/ Did they?
- Do you?/ Does he?/ Does she?/ Do they?
- Were you?/ Was he?/ Was she?/ Were they?
  
- To get back to what I was saying,...
- Anyway, as I was saying...
  
- And what's more,...
- Furthermore,...
- In addition,...
  
- Honestly?/ Seriously?
- I don't believe it!
- Do you (really) think so?
- I'm shocked!
  
- And that's not all.
- Not only that, but...
  
- You're joking?
- You're kidding?
  
- (That's) too bad.
- That's a pity.
- That's a shame.
  
- Yes, what would you like to say?
- Yes, would you like to say something?
  
- You didn't!/ He didn't!/ She didn't!
- You surprise me!
  
- ..., right?
- Am I right?
  
- Just one more thing before you interrupt,...
- Just one more point before you have your say,...
- Before you comment, can I just say...?
  
- Sorry, please carry on.
- Sorry, please go on.
  
- Sorry, you were going to say?
- Sorry, you were saying?
- Sorry. What were you saying?

- I can't add anything to that.
- I think you've covered everything.
  
- I can see that you want to say something (about this), but can I just say...?
- I know you're dying to jump in, but...
  
- I'm still thinking about what I want to say.
- I'm still just digesting what you said.
  
- Which (just) about covers it.
- (I think) you get the idea.
- That's all I wanted to say.
  
- No no, you go on.
- Actually, I'll let you finish (first).
- No, it's okay. I've forgotten what I was going to say.
  
- Sorry, I didn't mean to interrupt.
- Sorry, I thought you'd finished.
  
- I was going to interrupt, but...
- That's okay, you've already answered my question.
  
- Or am I wrong?
- Or not?
  
- And so on.
- I could go on.
- Sorry for waffling on.

*Check your answers as a class, then play the same raising cards game in groups.*

*Ask about any phrases which you don't (fully) understand.*

*Without looking at the first worksheets, brainstorm suitable phrases into the spaces given on the brainstorming sheet. Many other suitable phrases are possible.*

*Use the first worksheet to check and expand on your answers, then brainstorm more.*

*Compare your answers as a class or with the answer key.*

*Test each other in groups:*

- Play the same raising cards game
- Read out phrases until your partner identifies the function
- Choose one function and help your partner make suitable phrases

**Brainstorming stage**

*Without looking above, brainstorm at least four suitable phrases into each of the gaps below. Many phrases not above are also okay.*

**Listener****Interrupting****Changing your mind about interrupting****Ending your interruption****Turning down the chance to speak****Active listening****Encouraging someone to continue****Showing you're listening/ Not listening in silence****Positive phrases/ Positive reactions****Negative active listening phrases/ Negative reactions/ Reactions to negative things****Other showing you are listening phrases (not clearly positive or negative)**

**(Main) speaker**

**Allowing other people to speak/ Allowing people to interrupt**

**Stopping the other person interrupting**

**Signalling that you are going to continue what you are saying**

**Getting the turn back/ Getting the discussion back on track**

**Giving the other person the chance to comment/ Inviting the other person to comment**

**Signalling the end of your turn**

**Keeping the other person involved in what you are saying (without stopping)**

*Look above for two minutes, then turn over that worksheet and write down as many as you can remember. Brainstorm more of your own ideas, then copy more from that worksheet.*



## Suggested answers

### Listener

#### Interrupting

- Can I just interrupt (for a minute)?
- Can I come in here (for a second)?
- Sorry, can I stop you there?
- Can I/ Could I (just) say something (here)?
  
- Sorry to interrupt, but...
- Sorry to stop you (in full flow), but...
- Sorry to butt in, but...
  
- If I can just (interrupt) (for a moment),...
- Before you go on,...
- I hate to interrupt (you) (in full flow), but...
- I'll let you finish in a minute, but...
  
- Sure, and...
- Of course, but...
- Me too! In fact,...
- That's nothing! I...

#### Changing your mind about interrupting

- No no, you go on.
- Actually, I'll let you finish (first).
- No, it's okay. I've forgotten what I was going to say.
  
- Sorry, I didn't mean to interrupt.
- Sorry, I thought you'd finished.
  
- I was going to interrupt, but...
- That's okay, you've already answered my question.

#### Ending your interruption

- Sorry, please carry on.
- Sorry, please go on.
  
- Sorry, you were going to say?
- Sorry, you were saying?
- Sorry. What were you saying?

#### Turning down the chance to speak

- I can't add anything to that.
- I think you've covered everything.
  
- I'm still thinking about what I want to say.
- I'm still just digesting what you said.

## Active listening

### Encouraging someone to continue

- Carry on.
- Go on.
- And then?
  
- So?
- So,... right?

### Showing you're listening/ Not listening in silence

#### Positive phrases/ Positive reactions

- Right.
- Sure.
  
- Mmmm hmmm.
- Yeah (yeah) (yeah).
- Yup (sure).
  
- Of course.
- Good idea.
  
- Got it.
- Okay.
  
- I know (just) what you mean.
- I know!
- I see what you mean.
  
- Absolutely!
- No kidding.
  
- I suppose so, yeah.
- Makes sense.
  
- (That's) no surprise.
- You don't surprise me.

#### Negative active listening phrases/ Negative reactions/ Reactions to negative things

- Oh yeah?
- Really?
  
- Is that a fact?
- Is that right?
- (Do) you think so?

- Honestly?/ Seriously?
- I don't believe it!
- Do you (really) think so?
- I'm shocked!
  
- You're joking?
- You're kidding?
  
- You didn't!/ He didn't!/ She didn't!
- You surprise me!
  
- (That's) too bad.
- That's a pity.
- That's a shame.

#### **Other showing you are listening phrases (not clearly positive or negative)**

- Are you?/ Is he?/ Is she?/ Are they?
- Did you?/ Did he?/ Did she?/ Did they?
- Do you?/ Does he?/ Does she?/ Do they?
- Were you?/ Was he?/ Was she?/ Were they?

#### **(Main) speaker**

##### **Allowing other people to speak/ Allowing people to interrupt**

- Yes, please go ahead.
- Go ahead, please have your say.
  
- Yes, what would you like to say?
- Yes, would you like to say something?

##### **Stopping the other person interrupting**

- Sorry, can I just finish what I'm saying?
- Sorry, can I just finish this one point?
  
- Just one more thing before you interrupt,...
- Just one more point before you have your say,...
- Before you comment, can I just say...?
  
- I can see that you want to say something (about this), but can I just say...?
- I know you're dying to jump in, but...

##### **Signalling that you are going to continue what you are saying**

- And that's not all.
- Not only that, but...
  
- And what's more,...
- Furthermore,...
- In addition,...

**Getting the turn back/ Getting the discussion back on track**

- Now, where was I? Oh yes,...
- (Now) where were we? Oh yes,...
- What was I saying? Oh yes,...
  
- To get back to what I was saying,...
- Anyway, as I was saying...

**Giving the other person the chance to comment/ Inviting the other person to comment**

- But you probably know more about this than me.
- But you might have another point of view.
  
- What do you think?
- What do you reckon?
  
- Do you agree?
- Do you feel the same way?
  
- Don't you think so?
- Don't you think?
  
- ..., right?
- Am I right?
  
- Or am I wrong?
- Or not?

**Signalling the end of your turn**

- And so on.
- I could go on.
- Sorry for waffling on.
  
- Which (just) about covers it.
- (I think) you get the idea.
- That's all I wanted to say.

**Keeping the other person involved in what you are saying (without stopping)**

- Do you know what I mean?
- Know what I mean?
  
- If you know what I'm saying.
- If you know what I mean.

### Speaker and listener functions card game

Use as many cards below as you can by doing that thing during a speaking activity. If you use the same card as has been used before, you must use a different phrase (i.e. no repeating phrases). Note that making sounds does not count as an active listening phrase and that if you speak during silence it doesn't count as interrupting.

active listening	active listening	active listening	active listening
active listening	active listening	active listening	active listening
active listening	active listening	active listening	active listening
interrupting	interrupting	interrupting	interrupting
interrupting	interrupting	interrupting	interrupting
allowing others to speak/ finishing	allowing others to speak/ finishing	allowing others to speak/ finishing	allowing others to speak/ finishing
allowing others to speak/ finishing	allowing others to speak/ finishing	allowing others to speak/ finishing	allowing others to speak/ finishing
(politely) stopping interruption	(politely) stopping interruption	(politely) stopping interruption	(politely) stopping interruption
(politely) stopping interruption	(politely) stopping interruption	(politely) stopping interruption	(politely) stopping interruption
getting the turn back/ back on track	getting the turn back/ back on track	getting the turn back/ back on track	getting the turn back/ back on track
getting the turn back/ back on track	getting the turn back/ back on track	getting the turn back/ back on track	getting the turn back/ back on track
turning down the chance to speak	turning down the chance to speak	turning down the chance to speak	turning down the chance to speak
turning down the chance to speak	turning down the chance to speak	turning down the chance to speak	turning down the chance to speak