**Conversation gambits**

**Starting the conversation**

* I’d like to focus on …… in our conversation because…………..
* Let us first turn to the picture which……/the question of….
* What strikes me first about this whole issue is…..
* I would like to start by looking at…………..
* I suggest we start talking about……
* Why don’t we first address….. if this is okay with you.

**Asking for your partner’s opinion/engaging the other person**

* Is there anything you would like to add?
* How do you feel about…?
* How about you?
* I am curious to hear what your opinion is on that.
* Can you give an example of that?
* Could you be more specific? What do you mean?
* I would be interested to hear what your opinion is on this matter.

**Agreeing with your partner**

* I admit I have to agree with you on this particular point.
* You have a point here.
* You are right, it cannot be denied that….
* Right! I totally agree with you…
* I totally agree with you on…….

**Having reservations/disagreeing with your partner**

* Sorry, but that is not the way I see it.
* I see what you mean but I don’t believe…..
* Well, I don’t quite go along with……
* I’m not sure you’re on the right track when you say that…..because….
* In my view it is not right to assume that…….
* I’m sorry, but I’m not convinced yet because….
* What bothers me about that is….. because….

**Asking for clarification**

* Sorry, could you repeat what you just said?
* Excuse me, I didn’t quite catch that/what you just said. Do you mean… or…?
* Did I understand you correctly? Did you mean to say….?
* I would ask you to clarify your last point/what you just said.
* I’ m afraid I did not quite get what you just said.
* When you say….. what exactly do you mean by that?
* Could you explain this to me once more please?

**Interrupting politely**

* Sorry to interrupt you but….
* Excuse me, can I just stop you for a moment?
* I apologize for interrupting but I think you misunderstood me.

**Referring to an earlier point**

* What you said earlier was……
* I’d like to come back to a point you made earlier, namely…..
* I’d like to pick up on what you said about…..

**Taking the conversation in a new direction**

* I would like to bring up another issue/let us look at another important issue
* Now that we have looked at…………………… let’s think of another aspect, namely…..
* On top of everything we have said so far we also need to consider the fact that……/think of…..
* So far we have only looked at the advantages, let’s now consider the drawbacks.
* Something we have ignored so far is…….
* Would it be alright with you if we now focus on……..?

**Playing for time**

* So, what you are basically saying is that…… Is that right?
* I am trying to figure out how what you said relates to what we said about…
* Let me look at my notes for a second, I want to make sure that……
* So what you are saying is……
* Am I right in thinking that you mean…..?
* I guess what I am trying to say is….
* If I understand you correctly you are saying that….

**Summarizing**

* We have spent a lot of time talking about…. Let’s see where we agree and where we disagree.
* We have looked at all the pictures. The pictures that deal with ……we don’t think are suitable because…..
* To put it in a nutshell...
* Now let’s quickly go through the issues again that have been raised.

**Ending a conversation**

* We are almost finished, and I would like to briefly……
* Time is almost up so we should reach a decision.
* (In a debate:) I guess we agree to disagree and we will have to…..