

Group Discussion / Group Work Skills

EYFS	Use 'because, if, so, but, could' to develop ideas.
	Questions and answers are relevant to the situation.
	Speak in clear sentences.
	Use taught vocabulary.
	Make eye contact when talking to someone.
	Take turns to talk.
Year 1	Wait for a turn to talk.
	Listen carefully and respond with relevant comments.
	Give a reason for their opinion or idea.
	Be willing to change their mind based on what they have heard.
	Speak in full sentences.
Year 2	Take turns, showing patience and respect for others.
	Listen with sustained concentration.
	Speak with increased confidence in front of others.
	Listen to others and recognise when they haven't understood something / need more specific information / need clarification and ask a question to resolve this.
	Draw upon what others say and make relevant contributions or offer suggestions.
	Agree or disagree with someone's idea or opinion politely explaining why.
	Explain their views to others in a group.
	Begin to consider the impact of their words on others.
	CHAIR ROLE: Listen to others' suggestions and talk about what they have decided to do.
	CHAIR ROLE: Ensure everyone in the group contributes.
	PRESENTER ROLE: Explain ideas or events in chronological order (what the group discussed / decided / did).
Year 3	Use and reflect on some ground rules for dialogue.
	Give more detailed reasons for their opinions / explain their ideas and suggestions in detail.
	Ask appropriate questions to find out more about the point that is being discussed or to clarify their understanding.
	Consider the impact of words on others when commenting or responding to what has been said.
	Use subject specific vocabulary.
	CHAIR ROLE: Be comfortable organising / controlling group talk and roles.
	CHAIR ROLE: Actively include and respond to all members in a group discussion.
	PRESENTER ROLE: Summarise the discussion.
	RECORDER ROLE: Be able to make appropriate recordings and still contribute to the group discussion.
Year 4	Respond to others' points demonstrating why they agree or disagree with expanded comments.
	Consider the impact of words on others when commenting or responding to what has been said and adapt appropriately.
	CHAIR ROLE: Listen with sustained concentration and make decisions based on what has been heard.

	CHECKER ROLE: Identify relevant points during group discussion to clarify what has been said so far and to check that everyone understands.
	RESEARCHER ROLE: Be prepared to go to another group to find out some specific knowledge / skill to enable the group to move forward or to ask the teacher a specific question to gain help or advice.
	Using clear success criteria, evaluate the strengths of a group discussion and areas for improvement.
Year 5	Use learned knowledge to make appropriate detailed contributions.
	Reach a shared agreement in discussions.
	Speak with flair and passion.
	Consider the impact of words on others when commenting or responding to what has been said and be sensitive to their needs.
	Using clear success criteria, evaluate the strengths of a group discussion and areas for improvement.
	CHAIR ROLE: Organise group discussions and roles, independent of an adult.
	CHAIR ROLE: Identify when a discussion is going off topic and be able to bring it back on track.
Year 6	CHAIR ROLE: Manage a shared agreement in discussions.
	Use and understand a variety of ways to criticise ideas and suggestions constructively (be specific about the facts, not the person, keep positive and provide ideas for improvement).
	Respond to criticism of ideas and suggestions appropriately (listen before you speak, keep positive, ask questions, focus on the facts, offer alternatives).
	Use the skills of negotiation – listening, empathy and compromise to avoid conflict.
	Use appropriate language to resolve conflict in order to proceed with the discussion.
	Given clear success criteria, evaluate the strengths of a group discussion and areas for improvement.
	CHAIR ROLE: Understand different ways to take the lead during group discussion and interaction and support others in different ways according to their needs.
Group Roles	CHAIR ROLE: Use appropriate language and skills to manage and resolve conflict.
	<ul style="list-style-type: none"> • Chair • Checker • Timer • Recorder • Researcher • Presenter