



# 2<sup>nd</sup> Semester



## Topic 55

# Grammar: “Guided conversation”



A **guided conversation** is used at the conclusion of an event or experience to review the information taken in, explore our responses to it, interpret its significance, and identify how we will apply it to our own situation. The conversation takes a group on a journey from a big picture perspective to an in-depth focus – from situation to resolve or action.



## **When to use guided conversations**

- To gather multiple ideas, get broader participation, ownership and action in meetings and training or following presentations or events
- When evaluating a project or personnel
- To assist with problem-solving
- Reflecting on a day, week, or year
- In one's personal life (one-on-one situations, family discussions, volunteer activities)



# The Four Level Conversation Process

<b>I. Observe</b> Get people to talk	<b>Questions</b>
Questions related to the five senses - seeing, hearing, smelling, touching/feeling, and tasting – in order to share facts about the subject of the conversation.	<ul style="list-style-type: none"><li>▪ What did you see (objects, scenes)?</li><li>▪ What did you hear (words, phrases, sounds)?</li><li>▪ What caught your attention?</li><li>▪ What did you notice?</li></ul>
<b>II. Reflect</b> Get people to share	<b>Questions</b>
Questions that surface interior responses (feelings, emotions) and associations (memories) people have about the subject.	<ul style="list-style-type: none"><li>▪ What were you reminded of?</li><li>▪ What was memorable?</li><li>▪ Where were high points? Low points?</li><li>▪ Where were you pleased? Sad? Frustrated?</li><li>▪ What was it like for you to...?</li><li>▪ Where did you experience confusion? Clarity?</li></ul>



# The Four Level Conversation Process

<p><b>III. Interpret</b> Discern broader meaning/significance</p>	<p><b>Questions</b></p>
<p>Questions that create meaning, determine value, state significance and purpose, identify key learnings, create insights and new understandings, and reveal new relationships.</p>	<ul style="list-style-type: none"><li>▪ What difference would this make?</li><li>▪ What could be done to...?</li><li>▪ Where are there new opportunities?</li><li>▪ Why does this matter?</li><li>▪ Where are patterns emerging?</li></ul>
<p><b>IV. Decide</b> Determine action</p>	<p><b>Questions</b></p>
<p>Questions that enable resolution, determine action needed, decide next steps, draw conclusions, state intentions, suggest applications, or bring completion.</p>	<ul style="list-style-type: none"><li>▪ What do you take with you as a result of this conversation?</li><li>▪ How will you use what you learned?</li><li>▪ Where do we go from here?</li><li>▪ What are the next steps?</li></ul>



# Answer the questions



1. If you could spend a day with anyone, whom would you choose?
2. If you had to name a clever thing that you have done, what would it be?
3. If you wanted to reward yourself what might you do to celebrate?
4. What is one thing about your life that you would not change?
5. What are you not spending enough time doing?
6. What is one of your strengths?