

# ACTIVE LISTENING 2

## CONTROLLING WHILE LISTENING

### Timing



Can we move on?

Moving on...

Great, now we can move on to...?

Right, now we should turn to...?

That's ... minutes on this. We agreed ... minutes per topic/item. Can we move on?

If nobody has anything else to add, let's move on to the next item.

I'd like to skip item ... and go directly to item ...

I think we have spent enough time on this topic/item.

We're running short on time, so let's move on.

### Confirming A Decision

Does everyone agree with that?

Ok. So we have decided to...

Is that clear?

One more thing, could you tell me if you all agree with that?

I would also like to know if everyone agrees with that.

Right, we have decided to...

Just to confirm, we will...

So, we are going to...