

# CONTROLLING WHILE LISTENING 2

## ACTIVE LISTENING

### Reformulating To Clarify

In other words,...

So, you think that...

You mean that...

### Timing

Can we move on?

Moving on...

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

Right, now we should turn to...?

That's 20 minutes on this. We agreed 15 minutes per item. Can we move on?

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

I would like to skip item 4 and go directly to item 5.

I think we have spent enough time on this topic.

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