Tip Sheet



How to make Everyday Small Talk: Tip 1



Opening a conversation

earning

There are various ways of starting a conversation, such as making requests, asking for permission, and asking for information.

Often we start conversations by making a comment about a general topic of interest (weather, time, background, current events, etc.).

You should not ask personal or questions which are too direct, keep things general and neutral.

Keeping a conversation going

If someone starts a conversation with you, you should reply to his/her opener and add another piece of information or ask an appropriate question.

You should <u>not</u> answer with just very short Yes or No answers.

Closing a Conversation

Try to finish a conversation gracefully so that everyone is left with good feelings.

When closing a conversation, you should try not to sound abrupt.

Take care, Nick