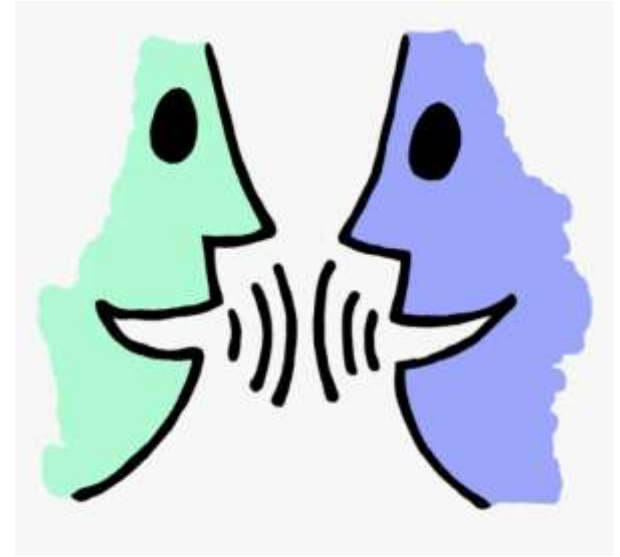


The Art of Conversation



My Best Life – Life Skills Classes

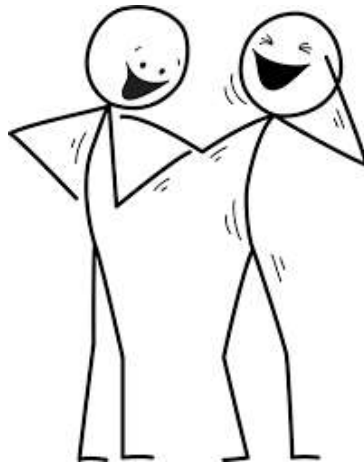
February, 2020



Kinds of Messages



- Greeting
- Starting a conversation
- Joking
- Question
- Comment
- Directing



- Requesting
- Negating
- Asking for information
- Opinion
- Telling news
- Complaining



HOW TO INTRODUCE YOURSELF

INTRODUCING YOURSELF

- My name is ...
- I'm ...
- Nice to meet you; I'm ...
- Pleased to meet you; I'm ...
- Let me introduce myself; I'm ...
- I'd like to introduce myself; I'm ...



INTRODUCING OTHERS

- John, please meet Nicolas.
- John have you met Nicolas?
- I'd like you to meet Lisa.
- I'd like to introduce you to Betty.
- Tom, this is Anna. Anna this is Tom.

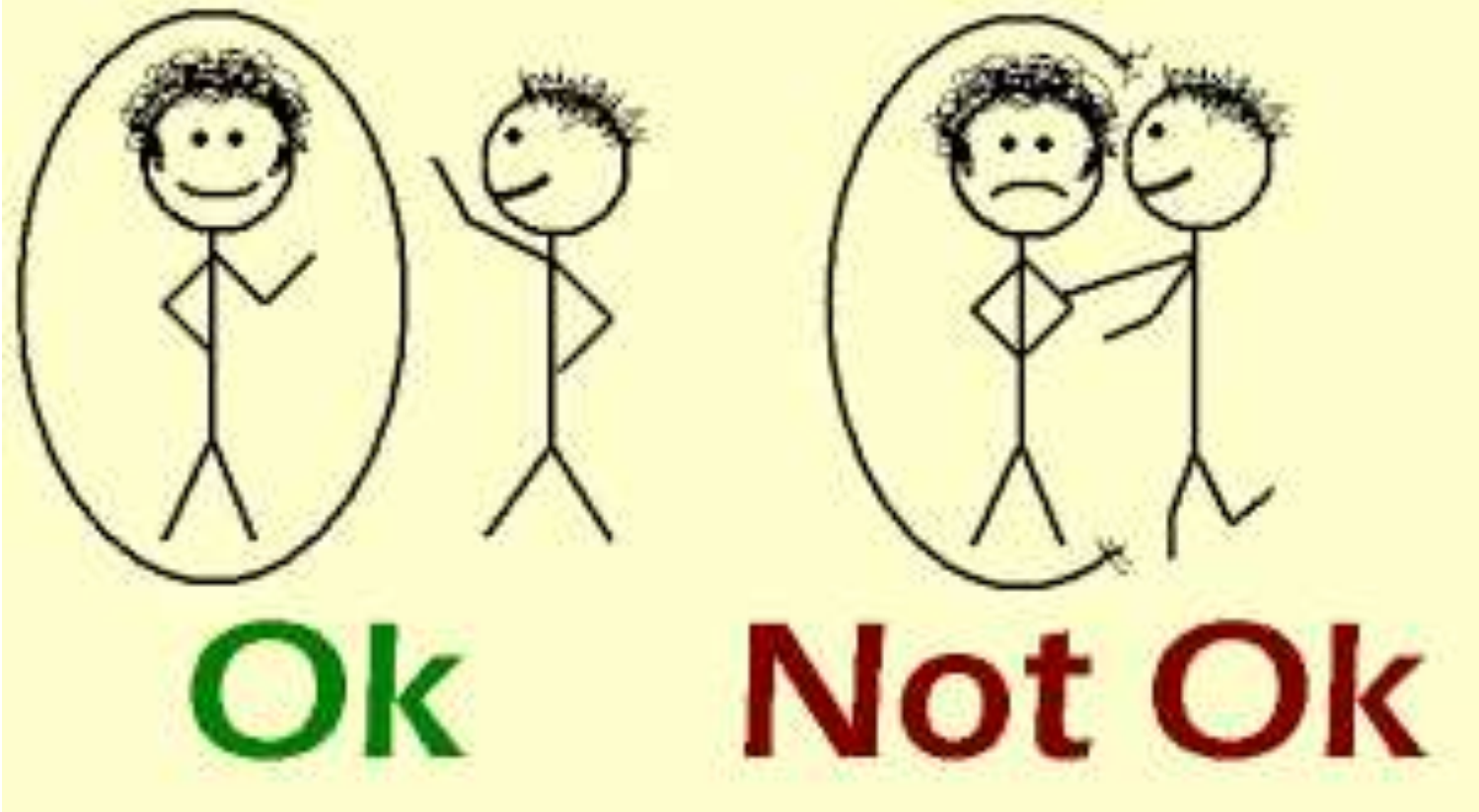


USEFUL RESPONSES

- Nice to meet you.
- Pleased to meet you.
- Happy to meet you.
- How do you do?



Personal Space



Let's Practice!



Keeping the Conversation Going

Conversation is like a ping pong game.

You take turns.



Asking Questions

Show interest in the other person by asking questions and listening to the answers.

- Interests?
- Favorites?
- Ask more about the activity where you meet
- Family members, school, work?
- Pets?
- Plans for the future?



Appropriate Topics

Yes

- Weather
- Food
- Sports
- Travel
- Fashion
- Movies
- Music



No

- Religion
- Age
- Weight
- Money
- Illegal Activities
- Fights with others



Let's Practice!



Active Listening

Listening with your whole body

- Eyes – looking at the person
- Listening and commenting
- Following up by asking for more information



What you say without talking...

Forms of nonverbal communication

- Eye Contact
- Facial Expressions
- Posture
- Haptics or Touch
- Gestures
- Personal Space





...ME ME ME ... ME ME ME
ME ME...ME...ME
ME ME ME ME ME ME...
...ME ME...ME...
ME ME ME
ME ME

ME ME ME
ME ME
..ME ME ME..
ME ME ME...ME ME ME ME
ME ME ME..... ME
...ME ME ...ME ME ME ME...
ME ME ME... ME ME ME

THE ART OF CONVERSATION

Let's Practice!



Interrupting

- Wait until the person who is talking finishes with what they are saying before you start talking.
- Sometimes you might feel like you need give your opinion or make a point before you forget. Try to wait your turn.
- Interrupting is rude and can hurt someone's feelings.

Listen
to
Understand

Ask
Deeper
Questions

Avoid
Interruptions

Take
Non-verbal
Cues

Slow
Down,
Practice
Silence

Train
Mind,
Don't be
Distracted

Withhold
Judgement

ACTIVE LISTENING

SKILLS