

DEVELOPING CONVERSATIONAL SKILLS



COMMUNICATION

- Taking the time to improve your communication skills can be highly rewarding.
- Being able to communicate more effectively will help you to build stronger relationships with the people around you, and get your ideas across successfully.
- There are two basic ways of face-to-face communication:
 - body language
 - verbal communication. Both are interconnected and interdependent, but verbal expressions are always assisted by one's body language.

COMPONENTS OF A GOOD CONVERSATIONALIST

- To know about any topic, culture, politics, sports, entertainment, others. Information means power.
- To be a good observer.
- Eye contact/To smile/Create a good atmosphere.
- Initiative/tranquility
- Presentation/ To find deals in common.
- To show interest respectfully.
- To hear the other person.

COMPONENTS OF A GOOD CONVERSATIONALIST

- to make them feel that they are the center of attention.
- to use follow up questions.
- to give my opinion but respect other's opinions.
- to ask for advice.
- Do not interrupt.
- Do not hog the conversation.
- Must wait to give your opinion

MAKING AN IMPRESSION

- A good impression is what we look for in a very first conversation. It give us new opportunities
- If your vocabulary, purpose and style of speaking are good, then you can be a successful person in every aspect of life.
- It is important to talk convincingly and make a good impression!

SELF ASSESSMENT IN CONVERSATION

- Remember that you are interesting.
- Never underestimate yourself.
- The way to be a good conversationalist is by taking effort
- practicing, talking and listening are key components

CONVERSATIONAL SKILLS IN A NUTSHELL

- 1 Show interest in others.
- 2 Respect your office culture.
- 3 Keep your opinions about life outside the office to yourself.
- 4 Stay positive.
- 5 Don't gossip.
- 6 Listening and observing
- 7 To be interesting, be interested.
- 8 Keep talking

CONVERSATIONAL SKILLS IN A NUTSHELL

- 9. Find a good speaking rhythm
- 10. Make sure you are understood
- 11. Ask clarifying questions
- 12. Watch your body language- eye contact, gestures and postures
- 13. Use appropriate verbal language – tone, intonation and accent
- 14. Be a good listener and respond appropriately

NECESSITIES OF GOOD CONVERSATIONAL SKILLS

- Good communication skills can improve the way that you operate through life, smoothing your way in your relationships with others.
- Poor communication skills, on the other hand, can sour relationships from business to personal, and make your life significantly harder.