



Tips for Having a Great Conversation!

- 1. Maintain appropriate eye contact**
- 2. Always stay focused on the other person**
- 3. Have good body posture**
- 4. Face the other person**
- 5. Ask the speaker questions about their topic**

- 6. Make comments so that the speaker knows you are listening**
- 7. Your voice should sound like you are interested in the conversation**
- 8. Change the topic in a way so that your listener is aware of the next topic**
- 9. Let the listener know that you are ending the conversation**