

2011

# Conversation Skills



Martin Zander



M. Zander

# Conversation Skills

This book has been purchased online on:

XinXii.com – eBooks & documents from indie authors

<http://www.xinxii.com>

### **Copyright, Legal Notice and Disclaimer:**

This publication is protected under the US Copyright Act of 1976 and all other applicable international, federal, state and local laws, and all rights are reserved, including resale rights: you are not allowed to give or sell this Guide to anyone else. If you received this publication from anyone other than xinxii.com, you've received a pirated copy.

Please note that much of this publication is based on personal experience and anecdotal evidence. Although the author and publisher have made every reasonable attempt to achieve complete accuracy of the content in this Guide, they assume no responsibility for errors or omissions. Also, you should use this information as you see fit, and at your own risk. Your particular situation may not be exactly suited to the examples illustrated here; in fact, it's likely that they won't be the same, and you should adjust your use of the information and recommendations accordingly.

Any trademarks, service marks, product names or named features are assumed to be the property of their respective owners, and are used only for reference. There is no implied endorsement if we use one of these terms.

Finally, use your head. Nothing in this Guide is intended to replace common sense, legal, medical or other professional advice, and is meant to inform and entertain the reader. So have fun with the ebook, and get your stuff done.

Copyright © 2011 Martin Zander. All rights reserved worldwide.

**Contents**

**Conversation Skills..... 6**

**How to Prepare Your Talk ..... 6**

**Secret of a Good Conversation ..... 7**

**Taxing memory for good impact..... 7**

**Conversation on the telephone ..... 8**

**How to open a talk ..... 9**

**How to close a talk ..... 10**

**Being clear in a conversation..... 11**

**How to interest your audience..... 11**

**Importance of language in a conversation..... 12**

**Preparation for an Interview..... 13**

**Tips for good conversation skills ..... 13**

**Are you a good conversation..... 16**

# Conversation Skills

Ever since civilization began humans have desired to express their head and heart to others. Expressing a thought began with the sign language like patting one's stomach to express hunger to just smile to welcome someone. With the rolling of the year humans have polished themselves with the best of conversation skills to express their mind in the most effective manner. Aren't you unconsciously drawn to the speaker who, you feel, has a real message in his head and he zealously desires to communicate to you. That is half the secret of speaking.

## How to Prepare Your Talk

Famous speakers of the past always prepared their talk although they proved to be unpretending.

The subject of your talk has to be mused over during the odd moments. It could be pondered over and dreamt of while bathing, shaving, driving, cooking or waiting for elevators. It could be discussed with friends and thus made a topic of conversation. Ask yourself all possible questions. You are sure to remember your own observations, desires and experiences while speaking. You could relate your own struggles, defeats, hopes and trumps. It is important to give a human interest and a real life picture to our talk. The truthful, inside story of anyone's life-if told modestly and without offending egotism – is the most entertaining.

# Secret of a Good Conversation

There is something besides mere words in a talk which counts. It is the flavour with which one expresses. "It is not so much what you say as how you say it". Do not talk as if delivering a soliloquy, with no sense of communication, no give and take between yourself and the audience. This attitude would kill the conversation.

Do not imitate others and speak spontaneously which will help you to speak differently from anyone else in the world.

## How to catch attention:

- Stress on the important words in a sentence and subordinate the unimportant ones.
- The pitch of your voice should flow up and down the scale from high to low and back again.
- Pause before and after your important ideas.
- Ask questions between – "You ask how do I know this? I'll tell you." Or "How do you feel about this?".
- Put your heart into your talking. Real emotions and sincerity.

# Taxing memory for good impact

You can always boost your memory for a good impact during a conversation. "The average man," said the noted psychologist, Prof. Carl Seashore, "does not use above ten percent of his actual inherited capacity for memory. He wastes the ninety percent by violating the natural laws of remembering."