



How To Develop Great Conversation Skills

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How To Improve Your Conversation Skills

- If you want to succeed in social settings, relationships, and business, one way to ensure your success is to be a great listener and to master conversation skills.
- The art of conversation is a skill shared by most successful people. Good conversation promotes an image of self-confidence, intelligence, and wittiness.

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Here's How

- There are a few simple rules you can follow to help you become a better listener, therefore enhancing your conversation skills.

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- **1. Stop talking.**

It sounds very simplistic but if you are constantly talking, how can others express themselves? Make an effort to shift the focus of the conversation to the other person.

There is more to conversation skills than talking...

Be aware of your own body language. Match the other person's body language by leaning forward when they lean forward, etc.

Attention to small details will give the person you are speaking with a feeling that you truly hear what they are saying and that you are genuinely interested in their opinions. This is a secret of good conversation skills.





- **2. Pay attention to the tone of your voice.**

Even if you are only giving brief answers or asking short questions, the tone of your voice plays a major part in communicating effectively and displaying good conversation skills.

If your tone suggests a condescending attitude, boredom, or anger, you will lose your audience and people will no longer want to spend time speaking with you or listening to what you have to say.

Superior conversation skills are based on mutual respect.

A respectful, preferably friendly tone will allow you to communicate efficiently and earn you the respect of others.





- **3. Ask Questions**

In order to move the conversation forward, ask questions to clarify or invite additional information.

Questions indicate that you are fully attentive to what is being said and that you have a real interest in the speaker's views.

Give your full attention to the speaker. When you show others that you want to hear them, they will automatically grant you the same courtesy. Do this and your conversation skills will improve.





- **4. Engage in light, pleasant conversation as often as you engage in meaningful, direct conversation.**

If you always guide the conversation in the direction of achieving your goal, you will leave the impression of distance and a superior attitude. This is not a hallmark of great conversation skills.

People want to feel appreciated and unique. Make a point to address each person you encounter and do so in a positive, friendly manner. Conversation skills include treating others as you would like to be treated.



- **5. Always say what you think, not what you think others want you to say.**

Especially in a professional setting, learning to express your views and ideas in a positive, non-threatening manner will invite reactions and responses.

Effective leaders always say what they are thinking and express their ideas freely. The art of conversation is based on being yourself.

Summary of What We Learned

Good conversation skills include much more than simply speaking with others.

Listening, good body language, questioning, pleasantries, and mutual respect are important elements in any conversation and are also personality traits exhibited by successful people.

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