



02 - VOCABULARY: SPEAKING



- 1 - Here are a few tips for **making small talk**:
- 2 - To **strike up a conversation**, you can **make comments** about the weather or the local surroundings.
- 3 - Stay away from **delicate subjects** like religion and politics – you don't want to get into a **long discussion** or **have an argument**
- 4 - If there's a **lull in the conversation** ask the other person a question about themselves.
- 5 - If you **tell a story**, don't **go on and on** - remember that you're having a **brief chat**, you're not **making a speech**.
- 6 - Be careful about **cracking jokes** – you might end up having to **apologize** if the person is offended.
- 7 - Having good communication skills can really improve your relationships. People appreciate it when you **get straight to the point** rather than **dropping hints**.
- 8 - Of course, nobody trusts a person who **tells lies** or **stretches the truth**.
- 9 - If you always **tell the truth**, then people know they can count on you when you **give your word**.
- 10 - It's also important to watch your **tone of voice** and avoid making **sarcastic remarks** or **disparaging comments**.
- 11 - If you must **make a complaint**, try to give **constructive criticism**.
- 12 - And if you need to **ask a favour** of someone, always do it politely – don't forget to say "Please"!