



## 04 - VOCABULARY: SPEAKING



- 1 - Want to become a better conversationalist? Here are a few tips for **making small talk** (*talking casually about simple topics*):
- 2 - To **strike up a conversation** (*start a conversation*), you can **make comments** about the weather or the local surroundings.
- 3 - Stay away from **delicate subjects** (*sensitive topics*) like religion and politics – you don't want to get into a **lengthy discussion** (*a long discussion*) or **have an argument** (*have a verbal fight*).
- 4 - If there's a **lull in the conversation** (*a pause in the conversation*) ask the other person a question about themselves.
- 5 - If you **tell a story**, don't **go on and on** (*talk too much*) - remember that you're having a **brief chat** (*a quick conversation*); you're not **making a speech**.
- 6 - Be careful about **cracking jokes** – you might end up having to **apologize profusely** (*apologize many times*) 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** (*talk directly about the essential message*) rather than **dropping hints** (*trying to communicate very indirectly*).
- 8 - Of course, nobody trusts a person who **tells lies** (*says things that aren't true*) or **stretches the truth** (*exaggerates and distorts the facts*).
- 9 - If you always **tell the truth**, then people know they can count on you when you **give your word** (*make a promise or statement of the truth*).
- 10 - It's also important to watch your **tone of voice** (*the emotion with which you speak*) and avoid making **sarcastic remarks** or **disparaging comments** (*very negative and destructive comments*).
- 11 - If you must **make a complaint**, try to give **constructive criticism** (*criticism that helps the situation improve*).
- 12 - And if you need to **ask a favour** of someone, always do it politely – don't forget to say "Please"!