

loud & clear!

VOICE COACHING

How to be good at conversation

- 1) **Be Interested:** Be interested in what's going on, in what's being talked about. Let your gaze move from eye to eye. Pick out the person who hasn't said much, who looks ill at ease, and make a special point of talking to him.
- 2) **Be Friendly:** Conversation dies if you are critical of the persons present, or are sarcastic about their contributions, or show, by your expression, that you don't think much of them.
- 3) **Be Cheerful:** Smile! Make it an interested, friendly smile. Show your good humour in the way you say things. Leave sadness at home.
- 4) **Be Animated and Relaxed:** You're alive so let your face and gesture show it. Time enough for stillness when you're dead! If you are lively and enthusiastic, other people will pick it up and respond in the same way.
- 5) **Be Flexible:** Topics change, and people, and moods. You should be ready to change with them. Don't force your point of view.
- 6) **Be Tactful:** Think before you speak. Think first, not afterwards. We can't help wounding people at times because we do not know all their sensitive spots. But we should try not to wound through mere thoughtlessness.
- 7) **Be Courteous:** Good conversation has a lot to do with good manners. This does not mean merely remembering to say 'Please' but taking a general attitude of consideration for others.
- 8) **Don't be Condescending:** An attitude of being superior to everything and everybody will soon leave you in splendid isolation. There are better amusements than sitting alone looking down your nose.
- 9) **Don't be Argumentative:** Take the chip off your shoulder when you're going into company. The company will have a better time and so will you. Do not argue for arguments sake. When you disagree, try to see both points of view.
- 10) **Don't be Lifeless:** Others expect to get some response from you. Look interested even if you're not. Make your responses more than single words. Conversation is a game which requires at least two players and no game is fun if one player is half-hearted about it.
- 11) **Don't be Insincere:** Praise people but don't over-praise them. And praise the right thing. If the food is excellent and the china ordinary - praise the food, not the plates.
- 12) **Don't be Self-Centered:** Express your opinions and state your reactions without giving the impression that you think the universe revolves about you. We admire the wonderful story-teller but don't fall into the trap of thinking that every remark must be a joke. Good conversation can be humorous but don't forget it can also be serious,
- 13) **Don't be a Mumbler:** Speak clearly. Speak up. Before a remark can be understood, before a question can be answered, before a joke can be laughed at, it must be heard.