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What is Conversation Skills

Mastering Conversation Skills for Better Communication

DEFINITION

> Conversation skills are the abilities we use to talk and listen effectively. They help us share ideas and connect with others.

KEY CONCEPTS

Active Listening

This means paying full attention to the speaker and showing you understand.

Turn-Taking

This involves knowing when to speak and when to listen during a conversation.

Body Language

Non-verbal cues like gestures and facial expressions can enhance communication.

Open-Ended Questions

These questions encourage more detailed responses rather than simple yes or no answers.

Empathy

Understanding and sharing the feelings of others helps build stronger connections.

EXAMPLES

→ Asking 'What was your favorite part of the movie?' instead of 'Did you like it?'

→ Nodding while someone speaks to show you are listening.

→ Waiting for your turn to speak instead of interrupting.

MEMORY TIPS

★ Use the acronym A-B-C: Ask, Be present, Connect.

★ Think of conversations as a dance: both partners need to move together.

★ Visualize a bridge connecting you and the other person to remember empathy.

COMMON MISTAKES

✗ Interrupting others while they are speaking.

✗ Asking only yes or no questions.

✗ Not making eye contact during conversations.

QUICK RECAP

Conversation skills are essential for effective communication. Focus on listening, turn-taking, and using open-ended questions to engage better. Remember to be aware of body language and show empathy.