Communicate with Impact

ENGLISH & BUSINESS COMMUNICATION

Small Talk

- Small Talk is an informal discussion ,usually among people less familiar with each other ,about unimportant and uncontroversial matters
- Small talk is very critical in rapport building
- It is an art learnt with practice

Small Talk Topics

- Weather
- Venue or something about it
- Common Interest
- Genuine compliment

Topics to avoid

- Politics
- Religion
- Anything Personal
- Anything racial, obscene ,controversial

What do you need to be good at it ?

- Listening skills
- Art of asking questions
- Confidence
- Pleasantness
- Bonus : wit & sense of humor

Small talk in large gatherings

- Ask someone you know to introduce you
- Make eye- contact, smile
- Be the first to introduce
- If you know few people in a group ,join the group ,listen and speak at an appropriate time
- Move around the venue
- Observe body language to know when to avoid conversing.

Some Questions to start the conversation

WORK

- What do you do ?
- What does your typical work day look like?
- Is this your dream job or are you working towards something else?
- what motivated you to become a _____?
- What do you love about your job ?

Some Questions to start the conversation

LIFE

- What's the plan for the weekend ?
- What do you like to do in your spare time ?
- Have you read any good books lately ?
- Have you seen any movies lately ?
- So, are you from _____?
- So, do you have any pets/Kids ?
- Where did you grow up ?

Some Questions to start the conversation

TRAVEL

- Are you planning on getting away for the holidays?
- Are you taking time off for Christmas /Diwali ?
- I've just got back from a trip to Japan .Have you ever been there ?
- You went to Bali last year, didn't you ? Do you have any recommendations?

Some Questions to start the conversation

FOOD

- Do you know any good restaurant around here ?
- Do you like Thai food?
- Have you tried the new Italian restaurant on Greams Road?
- What are you making for dinner today?

WEATHER

- It's a beautiful day ,isn't it ?
- Can you believe all the rain we have been having lately ?