

Taking Turns 2

How can you tell when it's your turn to talk in a conversation? Check the box beside each clue that tells you it's your turn to talk.

- 1. Your partner pauses between sentences.
- 2. Your partner looks away from you.
- 3. Your partner asks you a question.
- 4. Your partner sneezes or coughs.
- 5. Your partner says, "Um . . ." or "Uh . . ."
- 6. Your partner finishes a thought about the topic, dropping her voice at the end of her sentence.
- 7. Your partner stops talking and looks at you.
- 8. Your partner asks an indirect question, such as "I wonder if he asked her" (for "Did he ask her?") or "I wonder who else saw it" (for "Who else saw it?").
- 9. Your partner says, "I'm not sure what you mean."
- 10. Your partner turns away from you.
- 11. Your partner asks you, "What do you know about the new coach?"
- 12. Your partner says your name and looks at you.
- 13. Your partner asks, "What should I do?"
- 14. Your partner tries to get you to look at her and looks ready to listen to you.



Listening Well 1

Pretend you are listening to a teacher give a boring speech. You might slouch in your chair. You might look out the window or at anything but the teacher. Maybe your leg would start bouncing or your fingers would make great noises as you popped your knuckles or drummed your fingers on your desk.

All of these actions would show the teacher you are not listening. Without saying a word, you signaled the teacher, "I don't care what you're talking about. I refuse to pay attention."



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These are the basic rules about listening in a conversation. Check the box beside each rule you always follow in your conversations.

1. Face the person and get eye contact.

- Make occasional eye contact with the person.
- Don't stare at the person.
- Don't focus your eyes on anything else around you.

2. Pay attention to what the person says and the way the person says it.

- How does the person feel?
- Why is the person talking to you?
- What is the person thinking?

3. Show that you are paying attention to the person and what he says.

- Nod your head to show you understand.
- Use facial expression to show you don't understand what was said.
- Keep still; don't fidget or make distracting motions.

4. Wait for your turn to talk.

- Don't interrupt.
- If you're not absolutely sure your partner has finished a talking turn, wait a few seconds. Your partner will either start talking again or look at you to signal you it's your turn to talk.

Speaking Well 1

A good conversation is like a dance. Each partner needs to pay attention and follow the rules for what is expected.

These are the basic rules about speaking in a conversation. Check the box beside each rule you always follow in your conversations.



1. Face the person and get eye contact.

- Make occasional eye contact with the person.
- Don't stare at the person.

2. Speak clearly with good expression in your voice.

- Don't mumble; make it easy for the person to hear what you say.
- Use your voice expression to make what you say interesting.

3. Pay attention to the listener.

- Does the person seem to understand what you say?
- Does the person act interested in what you say?

4. Don't hog the conversation.

- Give your listener an equal chance to talk.

5. Pay attention to what you say.

- If you make a mistake, fix it for your listener.

6. Signal your listener when you finish your turn talking.

- Lower your voice pitch at the end of your turn.
- Look at your conversation partner to show you are ready to listen.

Starting Conversations 1

Here are some simple rules about starting a conversation with someone.

- Observe whether the person is busy or is available for a conversation.
- Face the person and get eye contact. (If the person looks away, it's not a good time to start a conversation.)
- Greet the person by name. You could say "Hi, Jim" or "Hey, Lisa, how's it going?"
- Say something the person would find interesting. Make a comment or ask a question.

Write a good way to start a conversation with each person below. Pretend each person is a friend of yours.

1. Paul loves any kind of music. What could you say to Paul?

2. Kelly just started a job babysitting on weekends. What could you say to Kelly?

3. Luis is in your science class. You just watched an experiment. What could you say to Luis?

4. T.J.'s two stepbrothers just moved into his home. What could you say to T.J.?

5. Nikki just won the school spelling bee. What could you say to Nikki?

6. Mike is a candidate for class president. What could you say to Mike?

Phone Conversations

Talking by phone is different from talking in person. On the left is a list of things you can do when you talk with someone in person. In the blank before each one, write the letter of the phone behavior on the right that would serve the same purpose.



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In Person

- ___ 1. Wave to greet the person
- ___ 2. You can tell by the listener's face if the person is interested in what you're saying.
- ___ 3. The person can see if you pause to write notes.
- ___ 4. You can use your arms and hands to explain or add interest to what you say.
- ___ 5. You can drop your voice and get brief eye contact to signal the end of your conversation turn.
- ___ 6. You can use words and/or nonverbal language to end a conversation.

On the Phone

- A. Listen for "Mm-hmm" or "Uh-huh" signals to check your listener's interest in what you're saying.
- B. You can drop your voice to signal the end of your conversation turn, but you can't use eye contact.
- C. You need to tell your listener why you are pausing if you are silent for a time.
- D. Answer the call with "Hello?"
- E. You can drop your voice to signal the end of a turn, but you can't use your eyes to signal the other person to start talking.
- F. You can add expression to your voice, but you can't facial expression.