

Table of Contents



Introduction	4
Pretest/Posttest	6
What Is a Conversation?	7
Conversation Rules	8
Conversation Words	9
Take Turns.....	10
Conversation Body Language	12
Listen Well	15
Speak Well	18
Choose an Interesting Topic	20
Start a Conversation	22
Bounce Backs.....	24
Share a Conversation	26
Stay on Topic	28
Ask Questions.....	33
Close a Conversation	35
Plan a Conversation	37
Role-Play Conversations.....	38
Conversation Checklist	39
Answer Key.....	40