

Table of Contents

Introduction	4
Pretest/Posttest.....	6
What Is a Conversation?.....	7
Kinds of Conversations.....	8
Conversation Terms	9
Taking Turns	10
Listening Well.....	12
Speaking Well	15
Choosing an Interesting Topic.....	18
Starting Conversations	19
Keeping Conversations Going.....	21
Conversation Balance	22
Staying on Topic.....	24
Changing the Topic.....	26
Closing Conversations	28
Asking Questions.....	29
Asking Open-Ended Questions.....	32
Phone Conversations.....	33
Chat Room Conversations.....	34
Making Small Talk	35
Role-Playing Conversations	37
Conversation Evaluation Form	39
Answer Key	40