

There are two kinds of people in this life:
Those who walk into a room and say,

Well, here I am!
And those who walk in and say,

Ahh, there you are.....

new words

deference, whenever karen is at a home-furnishings industry event, everyone pays deference to her. 尊卑
jostle, her colleagues at convention jostle for position just to be seen casually chatting with her. 拥挤
sycophant, not a smiling sycophant among 阿谀奉承
liar, they range from the tight rubber band of a trapped liar to the soft squishy 软软的 smile of a tickled infant.
grenades: you eyes are prsonal grenades taht have the power to detonate peoples emotions 手榴弹
lethal: just as martial arts masters register their fists as lethal weapons致命的.
virulent:HIV is an example of a virulent virus.intense eye contact can be a virulent instruction.
warlocks: a housekeeper whose fantasies were filled with witches, warlocks, and black magic 巫术.
corridor:I followed her into the corridor and tapped her shoulder gently.
carnation : I will pick you up dat the girl's dorm at 7,30, I will have a pink carnation for you. will that go with your dress?
banal:平庸的why banal makes a bond.
eavesdrop:窃听 Excuse me, I just thought I'd eavesdrop in and say 'Hello,.....
muzzle:招口 Then they slap on the muzzle.....
appendix:阑尾, nancy cares deeply into the worried expression of a patient being asked by the surgeon, knife poised in hand, "where's your appendix?"
crochety:古怪, nancy cares deeply about the elderly but often grumbles about how crochety and laconic some of her patients are.
snippy:尖刻的, she said in a snippy voice, it's been good for the plants." I asked Nancy how she responded to that.
enthral:迷惑, How to Enthral! 'Em with them.

Part 1, how to intrigue everyone without saying a word you only have ten sec to show you are a somebody

1. how to make your smile magically different.
2. how to strike everyone as intelligent and insightful by using your eyes
4. how to look like a big winner wherever you go.
5. how to win their heart by responding to their inner infant.
6. how to make someone feel like an old friend at once
7. how to come across as 100 percent credible to everyone
8. how to read people like you have ESP
9. how to make sure you do not miss a single beat.

part 2, how to know what to say after you say hi

10. how to start great small talk
11. how to sound like you have got a super personality no matter what you are saying.
12. how to make people want to start a conversation with you
13. how to meet the people you want to meet.
14. how to break into a tight crowd.
15. how to make where are you from sound exciting.
16. how to come out a winner every time they ask, and what do you do.
17. how to introduce people like the host(ess) with the most(ess).
18. how to resuscitate a dying conversation.
19. how to enthral! em with your choice of topic them!
20. how to never need to wonder, what do I say next
21. how to get Em happily chatting, so you can slip away if you want to.
22. how to come across as a positive person.
23. how to always have something interesting to say.

part 3, How to talk like a vip?

24. how to find out what they do(without even asking).
25. How to know what to say when they ask, what do you do?
26. How to not sound anxious(let them discover your similarity).
27. How to sound even smarter than you are.
28. How to be a you-first!ie to gain their respect and affection.
29. How to make them feel you don't smile at just anybody.
30. How to avoid sounding like a jerk.
31. How to use motivational speakers techniques to enhance your conversation.
32. How to butter!嘴 like the big shots do (big winners tell it like it is)!
33. How to avoid the world's worst conversational habits
34. How to give them the bad news(and have them like you all the more).
35. How to respond when you don't want to answer(and wish they'd shut the heck up).
36. How to talk to a celebrity?.....
37. How to make them want to thank you.

Part4, How to an insider in any crowd, what are they all talking about?

38. How to be a modern0-day renaissance文艺复兴 man or woman.
39. How to sound like you know all about their job or hobby?
40. How to secretly learn about their lives?.....
41. How to talk when you are in other countries.
42. How to talk them into getting the insider's price(on practically anything you buy).
43. how to bare their hot button(Elementary doc-talk).

Part 5, how to sound like you are peas in a pod, why, we are just alike

44. How to make them feel you are of the same class.
45. How to make them feel that you are like family
46. How to really make it clear to them.
47. How to make them feel you empathize(without just saying yep, uh, huh, yeah).
48. how to make them think you see/hear/feel it just the way they do
49. how to make em think we(instead of you vs. me).
50. how to create a friendly private joke with them.

Part 6, how to differentiate the power of praise from the folly恭事 of flattery

51. how to compliment someone(without sounding like you are brownosning拍马屁).
52. how to be a carrier pigeon/信之人 of good feelings.
53. how to make em feel your admiration just slipped out.
54. how to win their hearts by being an undercover complemter.
55. how to make em never forget you with a killer compliment.
56. how to make em smile with itty-bitty boosters.
57. how to praise with perfect timing.
58. how to make em want to compliment you.
59. how to make a loved one feel you are the partner for life.

part 7, how to direct dial their heart?

60. how to sound more exciting on the phone?
61. how to sound close(even if you are hundreds of miles away).
62. how to make em happy they called you.
63. how to sneak past the gatekeeper.
64. how to get what you want on the phone from big shots.
65. how to impress everyone with you outgoing voicemail message.
66. how to get what you want- by timing.
67. how to get them to call you back.
68. how to make the gatekeeper think you are the buddy-buddy with the vip.
69. how to make them say you have super sensitivity.....
70. how to listen between the lines on the phone.

how to work a party like a politician works a room, the politician's six-point party checklist

76. how to amaze them with what you remember about them.
74. how to subliminally潜意识地 lure people to you at a gathering
73. how to meet the people you want to meet.
77. how to make the sale with your eyeballs.
71. how to avoid the most common party blooper(mistake, especially an embarrassing one that is witnessed by other people)?
75. how to make em feel like a movie star.
72. how to make an unforgettable entrance?

part 9, how to break the most treacherous不可靠的 glass ceiling of all, sometimes people are tigers

81. how to make them want to do favors for you.....
82. how to ask for favors(and get them).....
83. how to know what not to say at parties.
84. how to know what not to say in a chance meeting.
85. how to know what not to say at dinner.
86. how to prepare them to listen to you.
87. how to turn their anger around(in three sentences or less).
88. how to make em like you(even when you have messed up).
89. How to trap a rat with class.
90. how to get whatever you want from service personnel.
91. how to be a leader in a crowd, not a follower.
92. how to make all the right moves.

1. How to Make Your Smile Magically Different

1. Leil, how can I stand out from the crowd so people who don't know me will approach me and at least assume I'm an interesting person.....
2. how to Fine-tune your smile
3. you whole personality ahs developed, well, a really cool, sharp corporate edge.
4. the study showed women who were slower to smile in corporate life were perceived as more credible.
5. a big, warm smile is an asset, but only when it comes a little slower,because then it has more credibility, she trined her lips to erupt more slowly.

2. How to Strike Everyone as Intelligent and Insightful by Using Your Eyes

adrenaline: it increases their heartbeat and shoots an adrenaline like substance gushing through their veins肾上腺素

visceral: it broadcasts a visceral message of comprehension and respect

aphrodisiac: xxxx is a proven aphrodisiac荷尔蒙

erotic: the hormone detected in the human body during erotic excitement

4. How to Look Like a Big winner wherever You Go

1. they stand with assurance, they move with confidence, they smile softly with pride.
2. good posture symbolizes that you are a man or woman who is used to being on top.
3. stand up straight.
4. slouchers, we are a nation of slouchers懒散的人, we need a tech more stern严格 than teachers to make us stand like somebody.
5. perfect posture, perfect equilibrium平衡, perfect balance is not only desirable-it's amatter of life and death.
6. One false move, one slump of the shoulders, one hangdog look, can mean curtains for the high-wire acrobat杂技演员.
7. Your Posture Is Your Biggest Success Barometer气质表
8. great posture, a heads-up look, a confident smile, and a direct gaze.....

5 How to win Their Heart by Responding to theirInner Infant"

- new words: 1. cracks up, he comic comes onstage and ask, "well, how do you like me so far?" The audience always cracks up大笑.....
- new words: 2. cretins: or do they turn away, obviously unimpressed by our magnificence. The cretins傻瓜!
- new words: 3. bristles: we don't have tails that way or hair that bristles刺毛.
- new words: 4. the hands that flash knuckles指尖节 or subconsciously soften in the palms-up "I submit" position.
1. Attorneys pay close attention to your instinctive body reactions.
 2. they watch to see how fully you are facing them and just how far forward or back you're leaning while answering their questions.
 3. they check out your hands. Are they softly open, palms up, signifying acceptance of the ideas they're expressing?
 4. or are you making a slight fist, knuckles out, signaling rejection?
 5. They scrutinize仔细观察 your face for the split seconds you break eye contact when discussing relevant subjects like your feelings.
 6. Sometimes attorneys bring along a legal assistant whose sole job is to sit on the sidelines and take precise note of your every fidget坐立不安
 7. the husband they wouldn't notice anything is wrong until their neckties领带 are drenched打湿 in her tears.
 8. when a little four-year old feels bashful害羞, he slumps, puts his arms up in front of his chest.
 9. When forty-year-old Johnny is feeling timid胆小, he slumps and folds his arms in front of his chest.closes him off with a myriad无数 of body signals.
 10. when welcoming his oved one home , big Johnny opens his body to her like a giant daffodil spreading its petals to the sun after a rainstorm.
 11. Treat People Like Big Babies.
 12. She finished her beautiful teeth, turned fully toward him, and said, "Hello, come join us." He wasted no time acceptingCarla's invitation.
 13. Give everyone you meet the Big-Baby Pivot. Give the warm smile, the total- body turn, and the undivided attention you would, and beamed a big toothless grin.

6 How to Make Someone Feel Like an Old Friend at Once

1. People don't care how much you know until they know how much you care. . . . about them.
2. let's explore the only time we don't need to worry about any shyness or negativity slipping outthrough our body language.
3. It's when we feel none. That happens when we're chatting with close friends.
4. when we see someone we love or feel completely comfortable with, we respond warmly from head to toe without a thought.
5. Our tips part happily, we step closer, our arms reach out, our eyes become soft and wide. Even our palms turn up and our bodies turn fully toward our dear friend.
6. How to Trick Your Body into Doing Everything Right: Hello! old friends
7. If you were a tight, you'd beam光 on the other person. If you were a dog, you'd be wagging your tail!
8. when meeting someone, imagine he or she is an old friend, the vicissitudes沧桑 of life tore you two asunder离散.
9. In spite of the fact you won't understand a word, your whole body still responds with congeniality意气相投 and acceptance
10. A Self-Fulfilling Prophecy预言. Love begets产生 love, like begets like, respect begets respect.
11. In addition to being liked, you want to appear credible, intelligent, and sure of yourself.

7 How to Come Across as 100 Percent Credible to Everyone

1. many large companies turn to the polygraph测谎仪, or lie detector, a mechanical apparatus designed to detect if someone is lying.
2. Banks,drug stores, and grocery stores rely heavily on it for pre-employment screening.
3. All the machine can do is detect fluctuations in our autonomic nervous system-changes in breathing patterns, sweating, flushing, heart rate, blood pressure, and other signs of emotional arousal心跳.
4. when the average person tells a lie, he or she is emotionally aroused and bodily changes do take place. when that happens, the individual might fidget坐立不安.
5. whenever your conversation really counts, let your nose itch, your ear tingle, or your foot prickle刺痛.
6. Do not fidget, twitch抽搐, wiggle, squirm蠕动, or scratch. And above all, keep your paws away from your puss.
7. Hand motions near your face and all fidgeting can give your listener the gut feeling you're fibbing撒谎.

8 How to Read People Like You Have ESP

1. Even while you're talking, keep your eyes on your listeners and watch how they're responding to what you're saying. Don't miss a trick.
 2. Most people know if their conversation partners step back or look away, they're not interested in what you're saying.
 3. when they feel superior to you, they steeple their hands.
 4. Make it a habit to get on a dual track while talking. Express yourself, but keep a keen eye on how your listener is reacting to what you're saying. Then plan your moves accordingly.....
 5. If a horse can do it, so can a human. People will say you pick up on everything. You never miss a trick. You've got horse sense.....
- move the silent world to the speak world
1. with the Flooding Smile, Sticky Eyes, Epoxy Eyes.
 2. Using by Your Teeth, The Big Baby Pivot, Hello! old friend, Limit the Fidget, Hans's Horse Sense, and.
 3. Watch the Scene Before You Make the Scene, you'll be right on course to get whatever you eventually want from anybody-be it business, friendship, or love.....

10 How to Start Great Small Talk

4. Donnie instinctively had the small-talk skills that we are now going to fashion into techniques to help you glide through small talk like a hot knife through butter.
5. when you master them, you will be able-like donnie-to melt the heart of everyone you touch.
6. the aim is to make you a dyanic conversationalist and forceful communicator.
7. How to Start Great Small Talk
8. we want the first words falling from our lips to be sparkling, witty, and insightful, we want our listeners to immediately recognize how riveting we are.
9. small talk is not about facts or words. It's about music, about melody. Small talk is about putting people at ease.
10. It's about making comforting noises thougher like cats purring, children humming, or groups chanting. You must first match your listener's mood.
11. The first step in starting a conversation without strangling it is to match your listener's mood, if only for a sentence or two.
12. when it comes to small talk, think music, not words. Is your listener adagio or allegro? Match that pace. I call it "Make a Mood Match."
13. Matching Their Mood Can Make or Break the Sale.
14. Your listeners are all big babies! Match their mood if you want them to stop crying, start buying, or otherwise come round to your way of thinking.
15. MAKE A MOOD MATCH.
16. Take a "psychic photograph" of the expression to see if your listener looks buoyant, bored, or blitzed.
17. If you ever want to bring people around to yourthoughts, you must match their mood and voicetone, if only for a moment.

11 How to Sound Like You've Got a Super Personality (No Matter What You're Saying!)

1. It convinced me that it's not all what you say, it's how you say it.
2. "What's a Good Opening Line when I Meet People?"
3. hey Dottie, what can I bring you back for lunch?, oh anything is fine with me
4. Almost anything you say really is ok-as long as it puts people at ease and sounds passionate.
5. how do you put people at ease? by convincing them they are ok and that the two of you are similar, when you do that, you break down walls of fear, suspicion, and mistrust.
6. why Banal Makes a Bond.
7. He made unoriginal remarks to set them at ease. He said to the husband that it was too bad the train should be late on so cold a night. The man agreed.
8. to remark that it must be especially difficult to travel with a small child in winter when train schedules were so uncertain
9. top communicators know the most soothing and appropriate first words should be, like Senator Hayakawa's, unoriginal, even banal, but not indifferent.
10. Hayakawa delivered his sentiments with sincerity and passion.
11. Hayakawa delivered his sentiments with sincerity and passon.
12. worried about your first words? Fear not, because 80 percent of your listener's impression has nothing to do with your words. Almost anything you say at first is fine.
13. No matter how prosaic 平淡的 the text, an empathetic mood, a positive demeanor, and passionate delivery make you sound exciting.
14. Anything you say is fine as long as it is not complaining, rude, or unpleasant.
15. If the first words out of your mouth are a complaint-BLAM—people label you a complainer.
16. If your first comment is a complaint, you're a griper. If your first words are rude, you're a creep. If your first words are unpleasant, you're a stinker. Open and shut.
17. The trick is to ask your prosaic question with passion to get the other person talking.

12 How to Make People want to Start a Conversation with You

- 1.The technique requires no exceptional skill on your part, only the courage to sport a simple visual prop called a "whatzit."
2. What's a whatzit? A whatzit is anything you wear or carry that is unusual-a unique pin, an interesting purse, a strange tie, or an amusing hat.
3. Your Whatzit can be as subtle or overt as your personality and the occasion permit.
4. I wear around my neck an outmoded pair of glasses that resembles a double monocle. often the curious have approached me at a gathering and asked, "whatzit?"
5. Be a Whatzit Seeker, too
6. "Excuse me, I couldn't help but notice your attractive lapel pin. Are you a golfer? Me, too. What courses have you played?"
7. ALWAYS WEAR A WHATZIT, excuse me, I couldn't help but notice your... what IS that?!

13 How to Meet the People You want to Meet

1. Like a partying politician, go to the party giver and say, "That man/woman over there looks interesting. who is he/she?"
2. Suppose the party giver says, "Oh, that's Joe Smith. I'm not sure what his job is, but I know he loves to ski."
3. Now you make a beeline for Joe Smith. "Hi, you're Joe Smith, aren't you? Susan was just telling me what a great skier you are. where do you ski?" You get the idea.
4. whoozat is the most effective, least used (by non- politicians) meeting-people device ever contrived.....

14 How to Break into a Tight Crowd

1. Excuse me, I just thought I'd eavesdrop窃听 in and say 'Hello.....
2. I couldn't help overhearing your discussion of Bermuda. I'm going there next month for the first time. Any suggestions?
3. TECHNIQUE #14 EAVESDORP IN.

15 How to Make "Where Are You From?" Sound Exciting

1. Do humanity and yourself a favor. Never, ever, give just a one-sentence response to the question, "where are you from?"
2. All it takes is an extra sentence or two about your city-some interesting fact, some witty observation-to hook the asker into the conversation.
3. TECHNIQUE #15 NEVER THE NAKED CITY.
4. you will obviously throw out different conversational bait to snag simple shrimp or sophisticated sharks.
5. Your hook should relate to the type of person you're speaking with.
6. I'm originally from Washington, D.C. If someone at, say, an art gallery asked me where I was from, I might answer "Washington, D.C.—designed, you know, by the same city planner who designed Paris."
7. At a social party of singles I'd opt for another answer. "I'm from Washington, D.C. The reason I left is there were seven women to every man when I was growing up."
8. where do you get your conversational bait? Start by phoning the chamber of commerce or historical society of your town.
9. Learn some history, geography, business statistics, or perhaps a few fun facts to tickle future friends' funny bones.
10. "I'm from Columbus, Ohio. You know many major corporations do their product testing in Columbus because it's so commercially typical. In fact, it's been called the most American city in America.

16 How to Come Out a Winner Every Time They Ask, "And what Do You Do?"

1. TECHNIQUE #16 NEVER THE NAKED JOB.
2. whenever people ask you what you do, give them some mouth-to-ear resuscitation so they can catch their breath and say something.....
- 3.

17 How to Introduce People Like the Host(ess) with the Most(ess)

1. Big winners may not talk a lot, but conversation never dies unwillingly in their midst.
2. "Susan, I'd like you to meet John. John has a wonderful boat we took a trip on last summer. John, this is Susan Smith. Susan is editor in chief of Shoestring Gourmetmagazine."
3. Padding the introduction gives Susan the opportunity to ask what kind of boat John has or where the group went.
4. It gives John an opening to discuss his love of writing, or of cooking, or of food.
5. The conversation can then naturally expand to travel in general, life on boats, past vacations, favorite recipes, restaurants, budgets, diets, magazines, editorial policy-to infinity.
6. TECHNIQUE #17 NEVER THE NAKED INTRODUCTION.
7. "Leil, I'd like you to meet Gilbert. Gilbert's gift is sculpting. He makes beautiful wax carvings."
8. I remember thinking, "Gift-now that's a lovely way to introduce someone and induce conversation."

18 How to Resuscitate a Dying Conversation

1. when talking with anyone, keep your ears open and, like a good detective, listen for clues.
2. TECHNIQUE #18 BE A WORD DETECTIVE

19 How to Enthral "Em with them

1. The longer you keep it shining away from you,the more if I ask about their life. I always try to turn the spotlight on the other person."
2. Truly confident people often do this. They know they grow more by listening than talking. Obviously, they also captivate the talker.....

20 How to Never Need to wonder, "What Do I Say Next?"

1. here's a foolproof trick to get the fire blazing again. I call it "Parroting" after that beautiful tropical bird that captures everyone's heart simply by repeating other people's words.
2. As I was dozing off, he mentioned he'd gone to the theater the night before."Theater?" I parroted quizzically. "Yes, it was a great show," he replied.Great show?" I parroted.
3. Phil thinks of that trip as one of the best conversations we ever had. And all I did was parrot a few of his phrases.....
4. TECHNIQUE #20 PARROTING.
5. Parroting is also a can opener to pryopen open people's real feelings.
6. want to take a rest from talking to save your throat? all you have to do is listen (or even sneak off unnoticed as he or she chats congenially away).....

21 How to Get 'Em Happily Chatting (So You Can Slip Away if You Want To!)

1. TECHNIQUE #21 ENCORE!(演出结束后的加演节目)
2. One word of warning: make sure the story you request is one in which the teller shines.....
3. the next technique deals with sharing some positive stories of your life.....

22 How to Come Across as a Positive Person

1. TECHNIQUE #22AC-CEN-TU-ATE THE POS-I-TIVE.
2. "ac-cen-tu-ate the pos-i-tive and ef-fem-i-nate the neg-a-tive."
3. the next is both an assertive and offensive move to help spare you that pasty smile we tend to sport when we have no idea what people are talking about.....

23 How to Always Have Something Interesting to Say

1. when going to a gathering with great networking possibilities, you naturally plan your outfit and make sure your shoes will match.....
2. you must have just the right tie or correct color lipstick. You puff your hair, pack your business cards, and you're off.
3. You will, of course, follow your instincts in conversation. But at least be prepared in case inspiration doesn't hit.
4. The best way to ensure you're conversationally in the swing of things is to listen to a newscast just before you leave.
5. What's happening right now in the world-all the fires, floods, air disasters, toppled governments, and stock market crashes-pulverizes into great conversational fodder.
6. TECHNIQUE #23 THE LATEST NEWS ... HOME WITHOUT IT . DON'T LEAVE.
7. Anything that happened today is good material.....
8. knowing the big-deal news of the moment is also a defensive move that rescues you from putting your foot in your mouth by asking what everybody's talking about.
9. Feedback from her employees had revealed that 60 percent of her girls' work hour was spent in chatting and only 40 percent in satisfying the customers' needs.