

# CONVERSATIONS AND DIALOGUES.

## Expressions for giving compliments

### Compliments get the conversation started

Giving a compliment is a straightforward, easy way to start conversation

### Keys to giving compliments

Be specific

Use appropriate tone

Don't overdo it

The more specific the compliment is, the more the person knows exactly what she or he did well.

Example: "Great job on the presentation! I appreciated how you explained the current challenges."

Make sure that you have a smile on your face. your tone should be full of enthusiasm.

Example: congratulations! You have done a great job.

Giving too many compliments can make you sound insincere

### Common topics for giving compliments

Performance

Achievements

Skills

Abilities

Appearance

Personality

Style

Personal taste in possessions

### Examples

I loved your performance in the college. you are very talented.

I read your essay...it was so well written.

That's such a pretty scarf. you have a great taste.

You are such a hard working person. I really admire you.

You are always so happy. It always cheers me up.

You always used to remain calm in the meeting. what's your secret?

You are such an adorable person. I admire you.

You are so friendly. I love to talk to you.

### Common phrases used to give compliments

You(really) did a  
(great/amazing/fantastic/awesome/excellent) job on that  
(presentation/ project/assignment/test)

Example: you did an excellent job on that presentation. I now understand the research goals of the project.

You have great( characteristics)

Examples: you have a great memory/attitude/outlook/sense of humour/work ethic

Great(noun)

Example: Great job/game/presentation

You look(adjective)

Example: You look so radiant. what's your secret?

That (noun) looks good on you.

Example: Those shoes look great on you. you look so tall.

## GIVING CONTRATULATIONS

Congratulations!

Congrats!

Congratulations on your.....It's fantastic.

Congratulations! I am proud of you.

I am so happy for you.

Congratulations! you should be proud of yourself.

Congratulations! you have earned it.

## What happens after giving compliment

Compliments are a routine part of conversation . If you make an effort to give someone a compliment, you have done something good, you have tried to brighten someone's day which is very kind thing to do. After giving compliment, the other person will probably accept your compliment and keep the conversation going.

## Sample conversation on congratulating for promotion

Tom: I have really good news today.

Lucy: what's the news?

Tom: I got a promotion today.

Lucy: Congratulations! I am so glad for you.

So, you will start your job this coming Monday?

Tom: no, I need to finish my current projects .I will probably start my new job a week from Monday.

Lucy: you have a lot of experience with this company. These will help you to cope with all responsibilities.

Tom: I know .However I have never supervised people before.

Lucy :you are a natural leader. you will do well

Tom :Thanks for the note of confidence.

Lucy: welcome