Key skill >>> Small talks

* Be the first to say hello and introduce yourself
* Ask questions
* Be a good listener
* Show your interest
* Find out what you and the other person have in common
* Extend the conversation

Key pronunciation: stress & intonation

**Word stress**: stress 1 syllable in a word, louder and longer and higher

**Sentence stress**

Rhythm beat: ta TA ta TA ta TA

Content words(meaning): key words, stress ! say them **louder and longer**

* Action verbs (ex: teach, talk, sing)
* Nouns (ex: name, compter, Atlanta)
* Adjectives (ex: green, big, interesting)
* Adverbs (ex:quickly, loudly, never)
* WH Questions Words (ex: who, what, where, how)
* Negatives (ex: no, not, don’t, can’t)

Structure words: don’t stress, **soft and short**

Prepositions (ex: in, on, at)

Pronouns (ex: it, she, he, you)

Articles (ex: a, an, the)

Modals (ex: can, should, would)

Helping verbs (ex: be, do, have)

**Intonation**

Rise and fall

Your voice rises in Yes-No questions. You should always rise on the last word of the question.

Your voice rises and falls in statements and WH-questions.

**Elevator speech** (introduce youselft, make the other person want to talk more with you, and remember you in a positive way)

* Tell a story about you
* Give facts about you
* Show why you are important to them
* End with an opportunity to meet again

How you sound and look ?

Body language

[6 Tips for Perfecting Your Elevator Pitch](http://www.entrepreneur.com/article/228070)

<http://eslgold.com/business/elevator_pitch>

<https://www.youtube.com/watch?v=LDpe9StfGTA>

Video conferencing

Be and look attentive!

**Group discussion language**

Agree:

It looks good to me.

Disagree:

That’s interesting. But I’d prefer something different.

Clarify:

Excuse me, I didn’t hear that. Could you say it again?

Sorry, I missed what you just said. Could you repeat that please?

I’m sorry, could you explain that again?

Excuse me, could you tell me what that means?

Thanks, now I get it.

Thank you. It’s a lot clearer to me now.

To take a turn:

Sorry to interrupt

Ways to include others:

So, what do you think?

Give your thoughts on this

Show interests:

That’s interesting!

Really?

I see.

**Pitch / presentation**

3 Tells

Tell what (intro, grab attention)

Tell more

Tell it again