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| *The assignment sheet is designed for 50 marks.*  Download the assignment sheet, save it on your computer/laptop, work on the tasks, and upload the document with answers on the LMS before 07.00 a.m. on 14 May 2020. |

**SMALL TALK**

Small talk is light, informal conversation. It’s commonly used when you’re talking to someone you don’t know very well and at networking and social events.

If you would like to brush up on your small talk skills, please refer to: <https://blog.hubspot.com/sales/small-talk-guide#meaining>

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| **TASK 1 Marks: 5 x 10 = 50** |

In this task, we would like you to write ten conversations using the character and context suggestions given below. Make sure each conversation is six exchanges long. **Any conversation which is below or above six exchanges WILL NOT be considered for grading.**

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| **CHARACTER SUGGESTIONS** | **CONTEXT SUGGESTIONS** |
| A manager and a joiner | Coffee shop |
| VP of Marketing and an HR executive | Stadium |
| A security officer and a network engineer | Company gym |
| A veteran businessman and a new entrepreneur | Business Networking Event |
| Two candidates for an interview | Waiting lounge |

1. A manager and a joiner

Joiner : Good morning sir.

Manager: very Good morning . Today you are looking joyful.

Joiner: yes sir, because today is my birthday.

Manager: Happy birthday.

Joiner: Thank you sir. Can you please tell the today work which I am going to lead sir?

Manager: Yes sure, you should take Microsoft project pending modules.

1. VP of Marketing and an HR executive

HR: Good morning.

VP : Good morning sir.

HR: can you explain the performance of fresher batches ?

VP: yes sir. They successfully completed core java and also take term-1 assessment. In assessment , They got good score. Now, servlets are going in training.

HR: ok . term-1 is successfully completed

VP: yes sir.

1. A security officer and a network engineer

Security officer: Good morning sir, java batch faces a some network problems. Could you please come once?

Network engineer: Ok. Where the room is?

Security officer: The room name is Marie curie sir.

Network engineer: Ok. I will come and check.

Security officer: ok sir. you have to come with your access card.

Network engineer: Ok, Thank you for remember.

1. A veteran businessman and a new entrepreneur

New Entrepreneur: Good morning sir.

Veteran Businessman: Good morning my boy.

New Entrepreneur: You are great businessman what is the reason behind your success sir? I am inspired and became role-model to me sir?

Veteran Businessman: listen, Success is combination of opportunities and hard work. If you concentrate on your work then automatically opportunities will come.

New Entrepreneur:ok Sir, I am in starting stage can you give me any suggestions or advice.

Veteran Businessman: From my side, don’t lose your hopes until you get success.

1. Two candidates for an interview.

Candidate1: Hi, I am shiny and from ongole.

Candidate2: Hi, I am swaropa and from markapur.

Candidate1: Have you completed your technical round?

Candidate2: I completed and selected just now and came here to sit.

Candidate1: Good. If you don’t mind could you please tell me what’s happening there?

Candidate2: Oh yeah sure, they are just asking about java basics .

1. Coffee shop

Person1: Hey... Anusha is it you? What an unexpected meeting…

Person2: Hey…Hi keerthi. It’s been so many days we meet each other.

Person1: what are you doing now?

Person2: I am working in HCL as software developer in Vijayawada branch.

Person1: I am working in Tcs as software developer in Chennai branch.

Person2: Ok Bye! Have a nice day!

7. Stadium

Stranger 1: Hello, this my seat.

Stranger 2: No ,This my seat.

Stranger 1: could you please check your seat no once again.

Stranger 2: Yes……sorry, This is not my seat. Take your seat please.

Stranger 1: It’s ok.

Stranger 2: ok.

8. Company Gym

lakshmi: Hi Divya, Good morning

Divya: Good morning lakshmi.

lakshmi: you were not come gym yesterday. why?

Divya: yes. Yesterday I was went to my grand mother home.

lakshmi: ok. How is your grand mother.

Divya:she is fine.

9. Business Networking Event

akhil: Hi mahendra, Good Morning.

mahendra: Hello, Good Morning akhil.

akhil: I am having a plan to start new business. Why should you join with me as a partner.

mahendra: Yes, Sure Akhil. I am also thinking to start a business . fortunately, you are also come with same plan.

Akhil: ok, Lets be partners from now. We will share 50% each.

mahindra: Ok and see you later.

10. Waiting Lounge

Passenger1 : Hello, do you know the departure time of passenger train.

Passenger2: yes, I know.

Passenger 1: what’s time ?

Passenger2: at 1pm.

Passenger1: Thank you. I came to receive my parents. They are coming from ongole.

Passenger2: ok