



ENGLISH CONVERSATIONS MADE SIMPLE

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BOOK FOR?

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INTRODUCTION

WHO IS THIS BOOK FOR?

FIRST OF ALL...

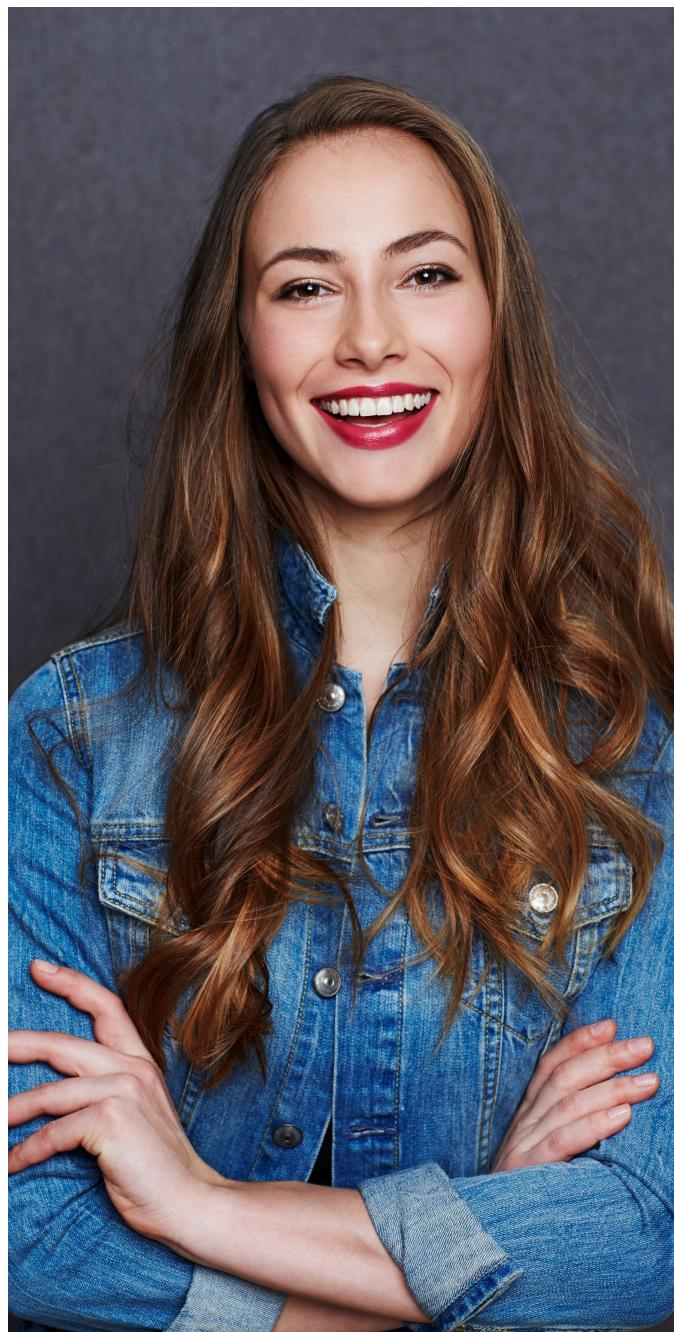
First of all, congratulations to you for getting this ebook. This is your first step towards making your conversation skills amazing. Conversations in English are surprisingly easy once you've mastered the right techniques, and that's exactly what this book is about.

THIS BOOK IS FOR YOU IF YOU WANT TO...

- Have better conversations in English.
- Learn how to start, carry and end English conversation naturally.
- Learn how to agree, disagree, show interest and express empathy.
- Learn tons of realistic conversation questions and phrases that you can use right away.
- Be confident in your English conversations!

**"BE BRAVE ENOUGH TO
START A CONVERSATION
THAT MATTERS."**

-MARGARET WHEATLEY



CHAPTER 1

BEFORE YOU START TALKING

If you struggle with English conversations, you might think that it's because of your vocabulary, your grammar or your accent - but I assure you, there's much more to a successful conversation. As an English learner, it's natural to think "conversations are difficult because my English is not good." If you've ever thought this, I promise you are not alone... but, you are also wrong.

Natural and successful conversations are more than just the language itself. The goal of every single conversation is communication. So the very first step before you even start speaking is - stop and think. You need to be in the right mindset when entering into a conversation, that is what will make it successful - not just perfect grammar and a good vocabulary range.

To help you understand this concept imagine that you and I are colleagues and we're discussing ideas for a project. Imagine that I use complicated vocabulary and complex grammatical structures to explain my ideas to you. You don't understand what I'm talking about. You end up lost and confused....but my English was perfect. Was the conversation successful? Nope.

So what makes a conversation "successful". A successful conversation is when both people have understood each other's ideas. A successful conversation is when neither person was offended, upset or stressed out because of misunderstandings. A successful conversation = successful communication.

TO PREPARE FOR THE CONVERSATION, ASK YOURSELF THESE QUESTIONS.

- Who am I speaking to and what's my relationship with them?
- Based on my relationship with them, how formal or informal should I be?
- Are there any cultural differences that might be misunderstood and how can I best manage them?
- Is this an appropriate time to have this conversation?
- Is there a specific goal for this conversation? Where do I want this conversation to go?



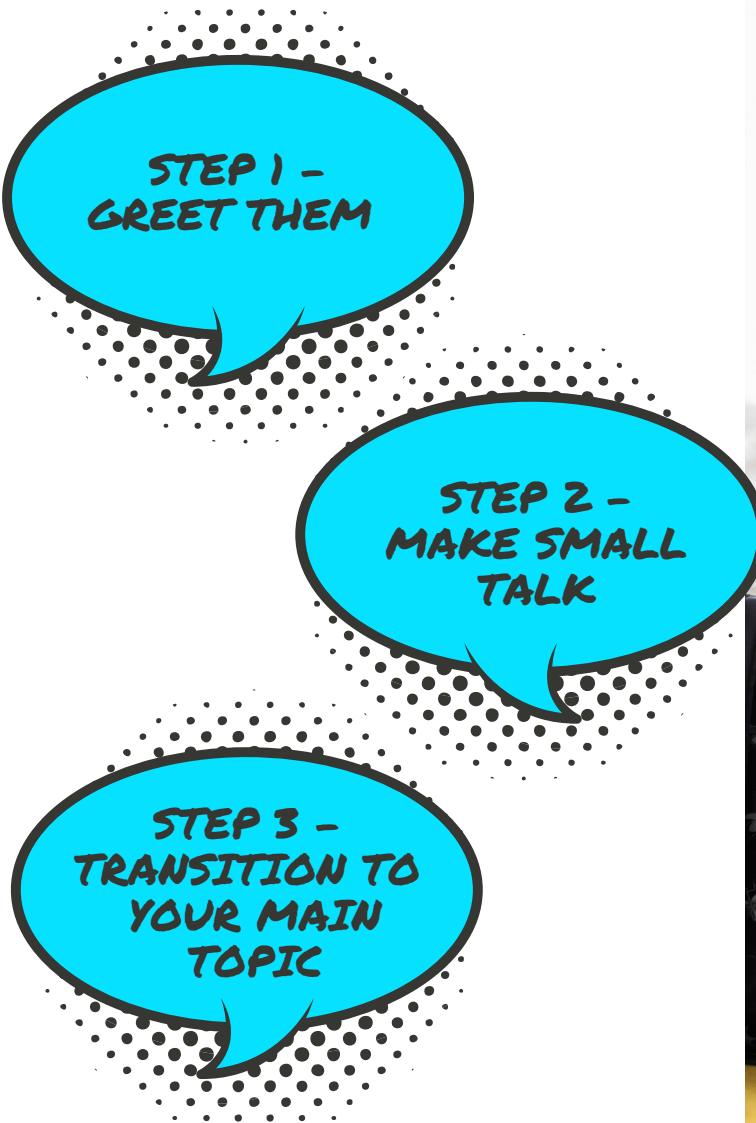
CHAPTER 2

STARTING THE CONVERSATION

Now, starting conversations in English can feel a little stressful at first, but don't stress. I've got good news for you - once you learn the right techniques it becomes easy!

STARTING A CONVERSATION WITH SOMEONE YOU KNOW.

If the person you are talking to someone you already know, it's actually pretty easy to start a conversation with them because you are both more relaxed and receptive to each other. Just follow these 3 steps.



STEP 1 GREET THEM

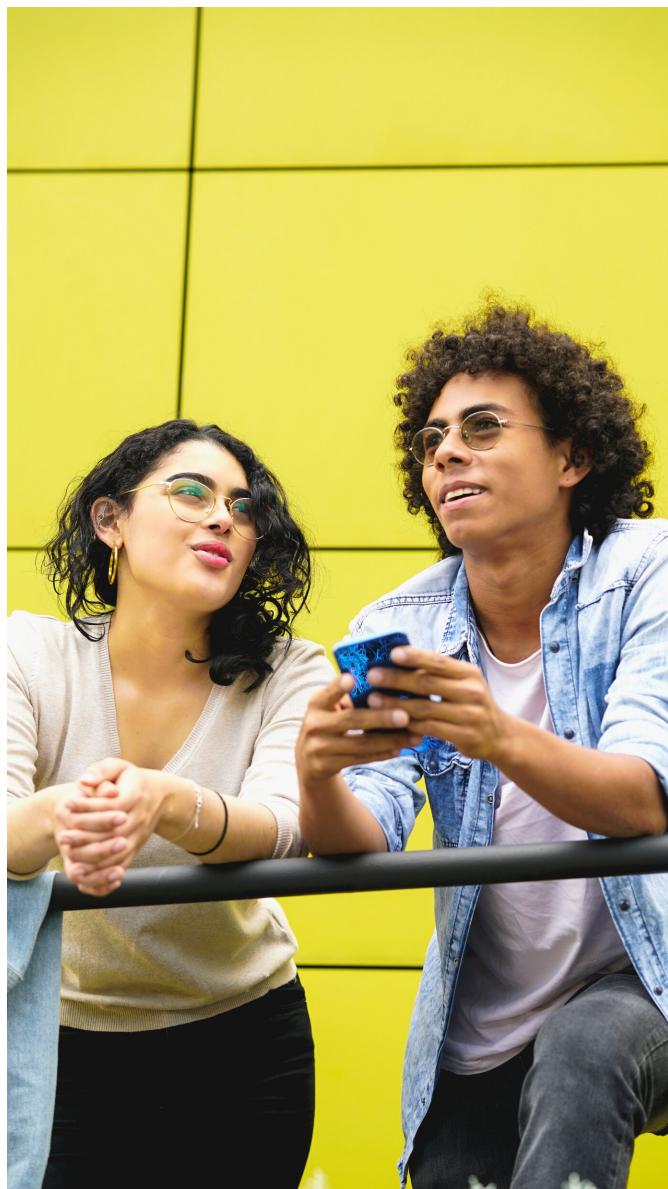


The most common way to greet someone who you know is:

- *Hi / Hey / Morning + their name*

Depending on the situation, you can also use phrases like:

- *Glad you could make it!*
- *Long time no see!*
- *It's been a while!*
- *Great to see you.*
- *You look great!*



STEP 2 MAKE SMALL TALK

When you're making small talk, let the conversation flow naturally. Make sure it is not one-sided or rushed. Listen to the other person's responses and acknowledge what they tell you. You'll probably ask each other similar questions, so be ready to answer.

Here are some questions to get small talk started:

- *How are you?*
- *How's it going?*
- *How have you been?*
- *How is work?*
- *How is your family?*
- *How was your week / weekend?*
- *How was your holiday?*
- *What's new?*
- *How's the new place / job / car?*
- *How the ____ going?*

STEP 3 TRANSITION TO YOUR MAIN TOPIC

If you want to ask them or tell them about something specific, you can use one of these phrases to introduce the topic:

- *I wanted to chat with you / ask you about...*
- *I was wondering about...*
- *There's a really (cool / great etc.) (place / app / project etc) you might be interested in.*



EXAMPLE CONVERSATIONS

Here's the situation. It's Monday morning and you're chatting your colleague Jeff at the office. You also want to get some information about Jeff's cottage.

YOU - Hey Jeff, how was your weekend?

JEFF - Yeah great, it was relaxing, just spent time with my family at the cottage. What about you?

YOU - Sounds nice, the same for me. Just took it easy, had a bbq with the family. Actually, I wanted to chat about your cottage, I'm thinking of renting one myself.

JEFF - Yeah for sure, we can chat it at lunch if you're free?

Here's the situation. You're at party or a social event and you run into a friend who you haven't seen in a long time.

YOU - Hey Sarah, it's been a while, so great to see you!

SARAH - Yeah it's been ages, you look great!

YOU - Aw thank you, so do you. How have you been?

SARAH - Everything is good, we actually moved out of the city a few months ago.

YOU - Oh really? How has the move been for you guys?

A FEW THINGS TO NOTE

This conversation flows naturally.

You acknowledge Jeff's response and show that you were listening to his answer.

“Actually” is used to help transition from small talk into the question you wanted to ask.

A FEW THINGS TO NOTE

Phrases like “It's been a while / You look great” are used to transition into small talk.

Sarah told you that she moved so it's a good idea to ask more about that topic.

When someone brings up a topic, it's usually a sign they want to talk about it.



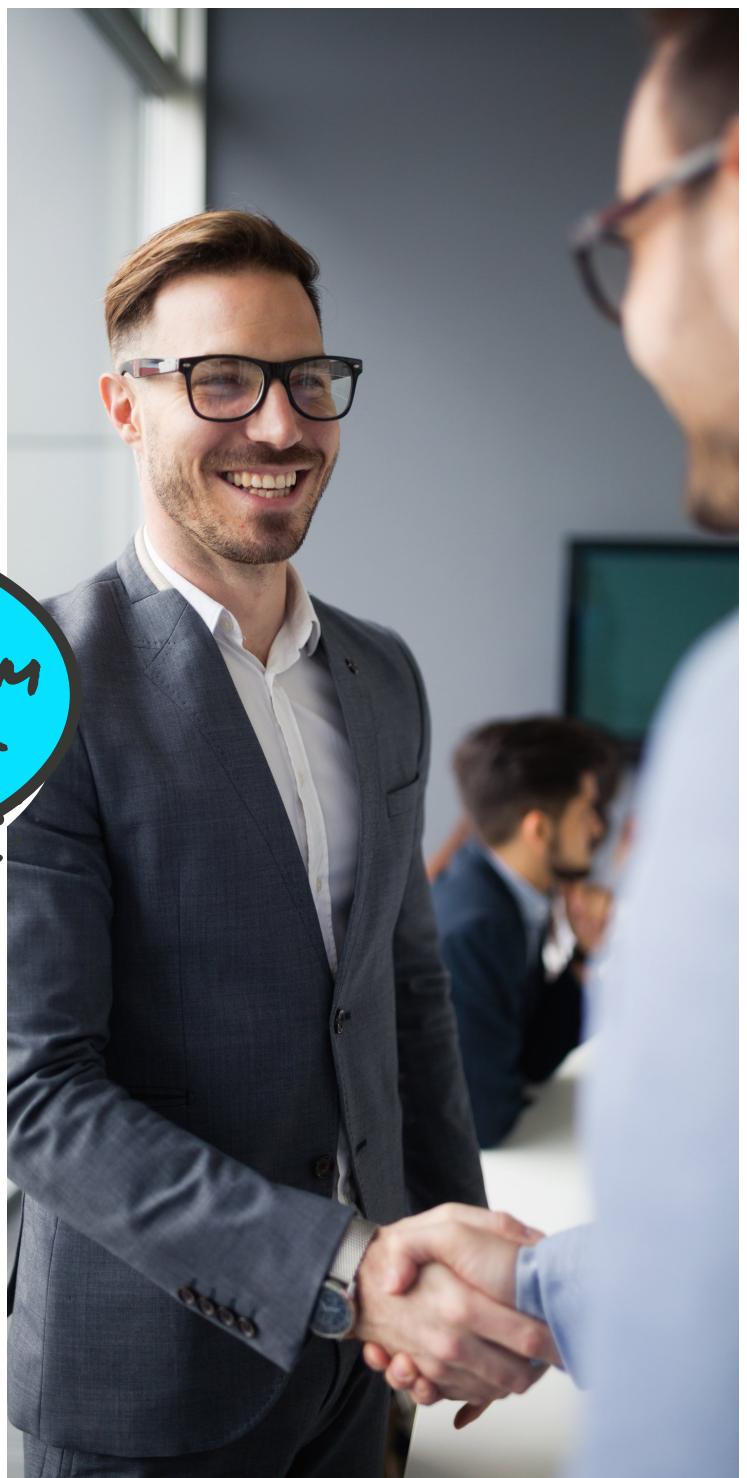
NOW, LET'S TALK ABOUT STARTING A CONVERSATION WITH SOMEONE YOU DON'T KNOW.

When you want to talk to someone new, there are a few things to keep in mind. You are both creating a first impression. Whether you want something from the other person, or you just want to chat socially, you should be polite and clear in order to make them feel comfortable and help the conversation go smoothly.

**STEP 1 -
GREET THEM +
INTRODUCE
YOURSELF**

**STEP 2 -
ASK ABOUT THEM
+ MAKE SMALL
TALK**

**STEP 3 -
TRANSITION TO
YOUR MAIN
TOPIC**



STEP 1 GREET THEM & INTRODUCE YOURSELF

Sometimes you may have to introduce yourself. You can be more or less formal depending on the situation. For example:

- *Hi, I'm Julie, what's your name?*
- *Hey Dave, I'm Julie. Nice to meet you.*
- *Hey Dave, my name's Julie. Pleasure to meet you.*
- *Good morning Dave, I'm Julie, the head of HR. Thank you for coming.*
- *Hello Dave, my name is Julie. I'm the head of HR here at ABC Global. Thanks for joining us today.*

You might also have to introduce someone else. You can simply add any of these to your own introduction.

- *This is my friend Victoria.*
- *I'd like you to meet my friend Victoria.*
- *This is Victoria. She's the general manager.*
- *I'd like you to meet Victoria. She's the general manager here at ABC Global.*

You can always mix and match these phrases to make your greetings to best fit the situation. For example:

- *Hello Dave, I'm Julie, the head of HR and This is Victoria. She's the HR manager here at ABC Global. Thanks for joining us today.*



STEP 2 ASK ABOUT THEM & MAKE SMALL TALK

The small talk questions you would ask to a friend or colleague might not fit into a situation with someone new. For example, if you ask a stranger how their family is doing, this might make them uncomfortable. Instead, try more general questions like:

- *What brings you here?*
- *Are you enjoying the event / party / conference so far?*
- *Did you have any trouble finding the location?*
- *Do you live nearby?*
- *What do you do?*
- *Is it your first time here?*
- *Have you lived here long?*
- *Nice t-shirt. I'm a fan of (sports team / band etc.) too. Have you ever seen them live?*
- *How do you know Sarah? (Referring the host of an event or a mutual friend.)*
- *I'm new in this area, would you be able to recommend any ...?*

This part of the conversation is really flexible! Keep it positive and appropriate, nothing to personal or controversial. Keep the conversation two-sided and try to find things in common. Remember small talk is a chance to build rapport and establish a level of comfort. Have fun with it!

STEP 3 TRANSITION TO YOUR MAIN TOPIC

In social conversations you can go with the flow because you might not have one particular topic to discuss. But in meetings you might need to direct the conversation a little more. Try these to introduce your topic:

- *Thanks again for coming. I'd like to chat with you about some ideas for...*
- *So, can you tell me more about what your company does?*
- *So, I'm working on ___ and I'd like to ask you about / chat with you about...*
- *Could you tell me about...*
- *Speaking of ___, would you be interested in ___?*



EXAMPLE CONVERSATION

Here's the situation. You're at a networking event and you meet Jess, a graphic designer. You're looking for someone to design a logo for your business.

YOU - Hey, I'm Julie nice to meet you.

JESS - Hey Julie, I'm Jess, pleasure to meet you.

YOU - Are you enjoying the event so far? What brings you here?

JESS - Yeah it's an awesome event, I've connected with a lot of great people so far. I'm actually friends with the event coordinator James so I come every year. What about you, have you been to this event before?

YOU - Oh really? That's nice. I haven't met him but he's organized a fantastic event. It's actually my first time here but I've already gotten in touch with some potential investors for my company. What about you, what do you do?

JESS - Oh wow, amazing. I'm a graphic designer. What type of company do you have?

YOU - I own a salon and I'm in the process of expanding. Speaking of graphic design, we are actually rebranding and I'm looking for someone to design our new logo and product packaging. If that's something you might be interested in, maybe you could tell me more about your work?

JESS - Absolutely, that sounds right up my alley. I actually specialize in branding. If you have some time we can grab a coffee and I can show you some of my work.

YOU - Sounds great!

A FEW THINGS TO NOTE

This conversation flows naturally even though you and Jess have just met.

Your small talk was about neutral topics that were appropriate for the situation.

The interaction was polite, positive and two-sided.

You transitioned into talking about working together without being too pushy or putting any pressure on Jess.



CHAPTER 3

KEEPING THE CONVERSATION GOING

Once you've gotten past greetings, introductions and small talk, you want to keep your conversation flowing. Here are 5 tips to help you.

1. FIND A NATURAL RYTHM

Pay attention to the pace of the questions and answers in your conversation. Notice when background information or more details might be required. Don't rush. Be patient and attentive. Let the conversation develop and flow naturally.

2. ASK LOTS OF QUESTIONS

Questions are your friend! People love talking about themselves and asking questions is a fantastic way to express your interest and get to know someone. Check the phrase bank for tons of great questions you can ask.

3. MAKE IT TWO-SIDED

Learn to be aware of how much time you are talking and how much time the other person is talking. Pay attention to non-verbal cues. If your listener isn't interested in what you have to say, change the subject or wrap up the conversation.

4. EXPRESS INTEREST & EMPATHY

Empathy is your ability to understand how someone else is feeling and it's an excellent skill for conversations. Learn a few phrases to demonstrate empathy, understanding and interest. For example "That must have been really difficult. How did you handle it?"

5. CONFIRM UNDERSTANDING

Misunderstandings can happen and that's okay. What matters is how you deal with them. If you notice that your listener is confused, clarify whether they've understood you or try paraphrasing - another excellent conversation skill!

6. LISTEN

One of the most important conversation skills actually isn't speaking, it's listening. Actively listening and remembering what people tell you in conversations goes a very long way.



CHAPTER 4

ENDING THE CONVERSATION

There are lots of ways to bring your conversations to a natural end. Here are different scenarios and what you can say in each one.

TALK ABOUT / MAKE FUTURE PLANS

- *Have a great trip next week!*
- *Good luck with the interview tomorrow.*
- *I'd love to chat more about this with you over coffee.*
- *Do you want to grab lunch / a coffee / a drink soon?*

EXCHANGE CONTACT INFORMATION

- *I would love to get your card.*
- *I'm heading out in a few minutes but before I go I wanted to ask for your card / your number / your contact details.*
- *Do you have your card on you?*
- *I'll leave you my card with you.*
- *Take my number and we can chat more about (topic).*
- *I'll give you my number and we can set up a meeting.*

LEAVE TO TALK TO SOMEONE ELSE

- *I'm just going to say hi to a friend / colleague. It's been great chatting with you.*

SAY YOU HAVE TO GO

- *I have to run. I have a meeting coming up but it's been a pleasure talking to you.*
- *I'd better get going, I have an early start tomorrow.*
- *It's time for me to head out, I have (an early meeting / an early flight etc). It was great meeting you.*
- *Thanks so much for sharing your story. I wish I could stay longer but I have to be at work soon.*



CONVERSATION PHRASE BANK

USE THESE TO GET YOUR CONVERSATION STARTED.

Here are all the phrases from this ebook (and more) in one place for you.

GREETINGS

- *Hi / Hey / Morning + their name*
- *Glad you could make it!*
- *Long time no see!*
- *It's been a while!*
- *Great to see you.*
- *You look great!*

INTRODUCING YOURSELF OR OTHERS

- *Hi, I'm (your name), what's your name?*
- *Hey (name), I'm (your name). Nice to meet you.*
- *Pleasure to meet you.*
- *Good morning (name), I'm Julie, the head of HR. Thank you for coming.*
- *Hello (name), my name is (your name). I'm (your position / title). Thanks for joining us today.*
- *This is my friend / colleague / family member (name).*
- *I'd like you to meet my (name).*
- *This is (name). He / she's (position, title or relation to you).*
- *I'd like you to meet (name).*



MAKING SMALL TALK

- *What brings you here?*
- *What do you do?*
- *Are you enjoying the event / party / conference so far?*
- *Did you have any trouble finding the location?*
- *Do you live nearby?*
- *Nice t-shirt. I'm a fan of (sports) team too.*
- *Have you lived here long?*
- *I'm new in this area, would you be able to recommend any ...?*
- *How do you know (the host or mutual friend)?*
- *Have you been here before?*
- *Did you see that viral video about...? What did you think of it?*
- *Are you working on anything exciting at the moment?*
- *Are you watching / reading anything good right now?*
- *Did anything interesting happen at work today?*
- *How was your vacation to (place)?*
- *How is your family / specific family member doing?*
- *Did you finish that project you were telling me about? How did it go?*
- *How are things going with the project you were telling me about?*



CONVERSATION PHRASE BANK

USE THESE TO KEEP YOUR CONVERSATION GOING.

Here are all the phrases from this ebook (and more) in one place for you.

CHANGING THE TOPIC

- *That reminds me...*
- *Speaking of (topic), I read that...*
- *Speaking of (topic), did you hear that...?*
- *A little off topic but, did you know...? / have you heard?*

ASKING FOR CLARIFICATION

- *Sorry I didn't catch that.*
- *Could you explain what you mean by...?*
- *So you mean...?*
- *When you say... do you mean...?*
- *I've never heard of... what is it exactly?*

AGREEING WITH SOMEONE

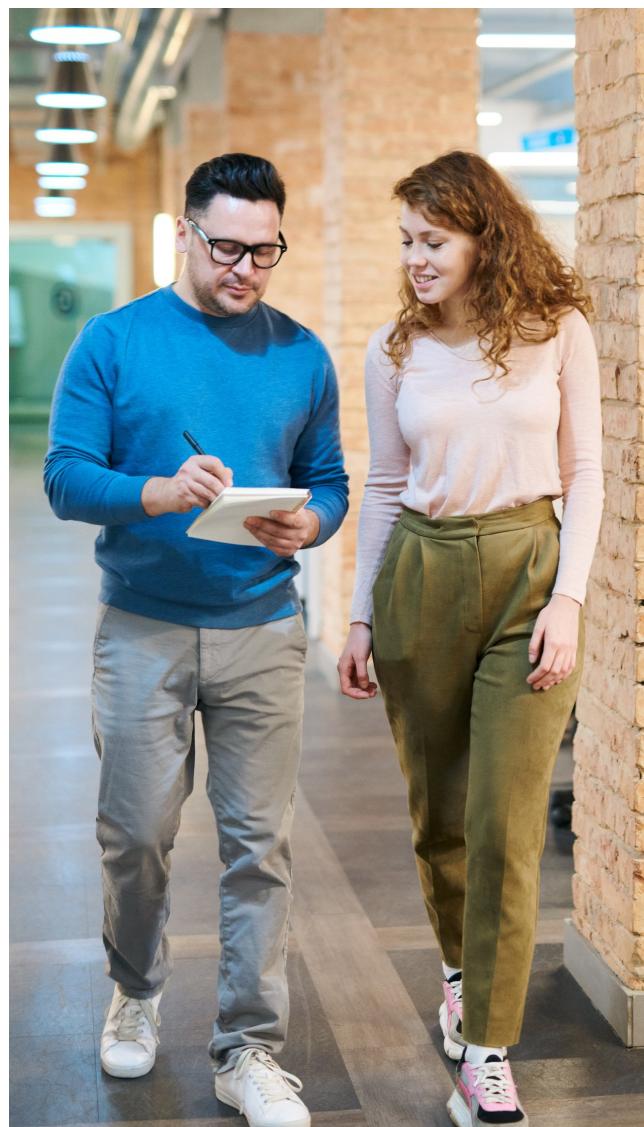
- *I see what you're saying.*
- *I understand where you're coming from.*
- *That makes sense.*
- *That's a great point.*
- *We're on the same page.*

DISAGREEING WITH SOMEONE

- *I see what you're saying but at the same time...*
- *I understand where you're coming from but...*
- *That's a valid point, but...*
- *I think I'll have to disagree with you on this.*
- *I see it a little / quite differently.*
- *Let's agree to disagree.*

EXPRESSING INTEREST OR SHOWING EMPATHY

- *Really?*
- *Wow, that's interesting / funny / surprising.*
- *Oh no! Are you serious?*
- *That must have been amazing / stressful / challenging.*



CONVERSATION PHRASE BANK

USE THESE TO WRAP YOUR CONVERSATION UP.

Here are all the phrases from this ebook (and more) all in one place for you.

ENDING YOUR CONVERSATION

- *Have a great trip! Have a great trip next week!*
- *Good luck with the interview tomorrow.*
- *I'd love to chat more about this with you over coffee. How about next week?*
- *Do you want to grab lunch / a coffee / a drink soon?*
- *I would love to get your card.*
- *I'm heading out in a few minutes but before I go I wanted to ask for your card / your number / your contact details.*
- *Do you have your business card on you?*
- *I'll leave you my card with you.*
- *Take my number and we can chat more about (topic).*
- *I'll give you my number and we can set up a meeting.*
- *I'm just going to say hi to a friend / colleague. It's been great chatting with you.*
- *I have to run. I have a meeting coming up but it's been a pleasure talking to you.*
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- *It's time for me to head out, I have (an early meeting / an early flight etc). It was great meeting you.*
- *Thanks so much for sharing your story. I wish I could stay longer but I have to be at work soon.*





HEY!

I WOULD LOVE TO CONNECT WITH YOU,
HERE'S HOW.



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