Stages in a Conversation

Starting a conversation

Maintaining a conversation

Closing a conversation
Closing a Conversation

Pre – closing signal
Closing a Conversation

Pre – closing signal

- Oh, look at the time.
- It’s getting late.
- I must be going now.
Closing a Conversation

- Pre – closing signal

- Reason for ending the conversation
Closing a Conversation

- Pre – closing signal

- Reason for ending the conversation
  - I have a meeting with my supervisor at two.
  - I have lots of assignments to complete.
  - I must say hello to my lecturer over there.
Closing a Conversation

- Pre – closing signal
- Reason for ending the conversation
- Showing appreciation
Closing a Conversation

◆ Pre – closing signal

◆ Reason for ending the conversation

◆ Showing appreciation
  • I really enjoyed talking to you.
  • It’s been really wonderful meeting you.
  • I’ve learnt so much about Spanish customs in the few minutes we’ve chatted.
Closing a Conversation

- Pre – closing signal
- Reason for ending the conversation
- Showing appreciation
- Showing interest to meet again
Closing a Conversation

- Pre – closing signal
- Reason for ending the conversation
- Showing appreciation

- Showing interest to meet again
  - We must meet again to catch up with each other.
  - I’m free on Fridays.
  - Perhaps we could catch a movie together one of these days.
Closing a Conversation

- Pre – closing signal
- Reason for ending the conversation
- Showing appreciation
- Showing interest to meet again
- Good Bye
Closing a Conversation

- Pre – closing signal
- Reason for ending the conversation
- Showing appreciation
- Showing interest to meet again
- Good Bye
  - See you again.
  - So long.
  - Bye.
  - Good night.
  - Have a nice day.
  - Have a safe journey. Drive carefully.
  - Have a good trip back.
List out:

• SIGNS OF NERVOUSNESS?
• SIGNS OF CONFIDENCE?
# Your Body Speaks Before You Do

<table>
<thead>
<tr>
<th>Signs of Confidence</th>
<th>Signs of Nervousness</th>
</tr>
</thead>
<tbody>
<tr>
<td>• erect walk</td>
<td>• cover your mouth</td>
</tr>
<tr>
<td>• lean toward the person</td>
<td>• scratch your nose, head, ears</td>
</tr>
<tr>
<td>• nod your head</td>
<td>• slump/ slouch</td>
</tr>
<tr>
<td>• gesture moderately</td>
<td>• look down, avoid eye contact</td>
</tr>
<tr>
<td>• initiate and maintain eye contact</td>
<td>• verbal pauses (um, ah, uh, etc.)</td>
</tr>
<tr>
<td>• use a loud clear voice</td>
<td>• fidget - boredom</td>
</tr>
<tr>
<td>• smile</td>
<td></td>
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</table>
ACTIVITY 1: *Let's Role play*

1) Form groups of 2/3 each

2) Select a situation

3) Write a dialog

4) Role play a conversation for about 2/3 minutes.

4) Present it to your class
ACTIVITY 2: What makes a good conversationalist?
A Good Conversationalist:

- Is polite
- Is a good listener
- Puts others at ease
- Can discuss numerous issues
- Asks good questions
- Never interrupts
Mid term Test

• Phonetics

• Response to Questions

Example:
Question : How long have you been working in this company?
Response : ___________________________________________

• Questions to response

Example:
Question : ___________________________________________
Response : My most memorable moment is the day I got married.
Mid term Test

• Response to a situation

*Example:*
You are in a bookshop. You are looking for a book on cooking. What do you say to the bookshop assistant?

__________________________________________________________
__________________________________________________________

• Complete a dialogue using appropriate expressions according to the function cues in brackets.

*Example:*
Sarah: Altogether will be RM200 per month for the beginner’s course.
Rani: (20. To confirm) ________________________________
Assignment: Oral Presentation

- Form groups of 4 each
- Choose a Topic
- Conduct a survey
- Analyze data
- Oral presentation- recording
Thank You