

Advanced Level **How To Master The Art of Conversation**



4 Tips for Success

by Peter Murphy

The art of conversation is a skill shared by most successful people. Good
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If you need to improve your conversational skills, here are some tips that can
help you enhance your conversational skills and boost your image.

1. Always say what you think, not what you think others want you to say. Especially in a professional setting, learning to express your views and ideas in a positive, non-threatening manner will invite reactions and responses.

Effective leaders always say what they are thinking and express their ideas freely. Having the courage to speak your mind as well as listening openly to the views and ideas of others is a sure way to earn the respect and admiration of all those you encounter.

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2. Listen carefully to what others are saying. People often interpret things said by others in a way that clouds their ability to hear what people are intending to say.

By giving your full attention to the speaker, you can hear what they intend for you to hear instead of what you want to hear.

The art of conversation includes the ability to listen to others as well as the ability to speak effectively.

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4. Any conversation can be broken down into three parts.

The first part is small talk. Small talk is dictated by social rules and includes polite greetings, inquiries about the well-being of others, etc.

Stage two is the end of the small talk and moving on to the purpose of the conversation such as business, the sharing of opinions and personal views.

Without the ability to express yourself efficiently, the conversation can easily slip back into small talk, lessening the chances of accomplishing the initial goal of the conversation.

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The art of conversation is a learned skill that is common among successful, energetic people. If you are unable to effectively express yourself in any situation, you will likely find that you do not attract the attention and command the respect that is bestowed upon some others.

People who talk freely and easily with others usually find more professional and personal fulfilment than those who are introverted and silent.

If you want to improve your professional and social standing, learn to communicate efficiently and in a positive manner

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