

Rules of Conversations

Pay attention to the person you are interacting with.

Start conversations.

Respond when others start conversations.

Take a turn at the right time.

Give the other person a chance to take a turn.

Continue taking turns, staying on topic.

Consider the other person's words, body language and point of view.

Clarify or "say it another way" when your listener does not understand.

Ask the other person for clarification when needed.

Change the topic when suitable.

End the conversation appropriately.

