

Rules of Conversation

1. Avoid unnecessary details.
2. Don't ask another question before the first one has been answered.
3. Don't interrupt another while he or she is speaking.
4. Do not contradict, especially if it's not important.
5. Do not do all the talking.
6. Do not always be the hero of your story (but have a hero).
7. Choose a subject of mutual interest.
8. Be a good listener.
9. The conversation should be in harmony with the surroundings.
10. Do not exaggerate.
11. Do not misquote.
12. Cultivate tact.

