

Conversation Do's and Don'ts

<http://www.howcast.com/videos/513545-Conversation-Dos-and-Donts-Good-Manners>

Do's

- 1) good eye contact - entire time
-okay to look away or at ceiling a little bit
- 2) good body language
-show you're engaged
- 3) smile
- look engaged, don't frown
- 4) have conv. starters and questions to keep conv. going
-e.g. How are you today, how are things, etc.
- 5) Responses - more than 1 word
-a conv. = exchange of info bet. 2 people

Dont's

- NEVER ask about salary, age, religious/political views
- don't ask "are you pregnant?"

→ pupose of a conv. is to share info and get to know one another