

Guest Lecture on
'ENHANCING CONVERSATIONAL SKILLS'

16th December, 2021

Organized by: Department of English

On the 16th of December 2021, the Department of English organised a virtual Guest Lecture with Mr. Praveen Alluri, Lecturer of English, University of Technology and Applied Sciences-Oman. Enhancing Conversational Skills for II B.Sc. Students is the topic of his talk. In his lecture, Mr Praveen stated that conversations are supposed to be enjoyable. They entail one-on-one conversations between two or more persons about a common subject. However, many people are apprehensive of conducting dialogues. They are anxious that they will not be able to keep the conversation going or that they will say anything inappropriate. To put it another way, conversation is just chatting to another person, usually informally.

He suggested a few simple guidelines. Conversation is a two-way street, so be kind and polite, reply to what they're saying, use signalling to assist others, and eventually form emotional bonds.

1. Conversation is a Two-Way Street: The first and most important rule of conversation is that it is not all about you, but it's not all about the other person either. A monologue, in either direction, is not conversation. Try to achieve a balance between talking and listening in any conversation.

This is where social media makes life difficult. We're used to broadcasting our views, and then responding if others comment. That can feel like the start of a conversation but, when you're face to face, it's not polite to start by broadcasting your views.

Instead, try asking a question to establish common ground. For example: "What do you do?", or even "Isn't the weather beautiful?"

2. Be friendly and polite:

Smiling, and being nice, will take you a long way in conversational terms. Everyone would rather chat to someone friendly and pleasant. But what are the practical elements of

this? Small talk' is, broadly, inconsequential 'chit-chat' about minor or uncontentious issues such as the weather, recent news items or jobs. Some people purport to despise small talk as being unimportant, or trivial, but it serves a useful function of allowing you to build rapport and establish common ground without having to invest too much emotion in the conversation. This may be particularly important for introverts.

- 3. Respond to what they are saying:** To respond genuinely to what someone has just said means that you have to listen. You can't just switch off, and think about what you're going to say next. However, if we're honest, most of us would admit that we often do just that.

It's important to focus on the other person, and what they're saying. You also need to take into account their body language.

- 4. Use Signalling to Help the Other Person:** When a conversation is flowing well, it moves naturally from one person to the other. However, if one or both are finding it more of a struggle to 'chat', you may find it helpful to use 'signals' to show the other person that it is their turn to talk.

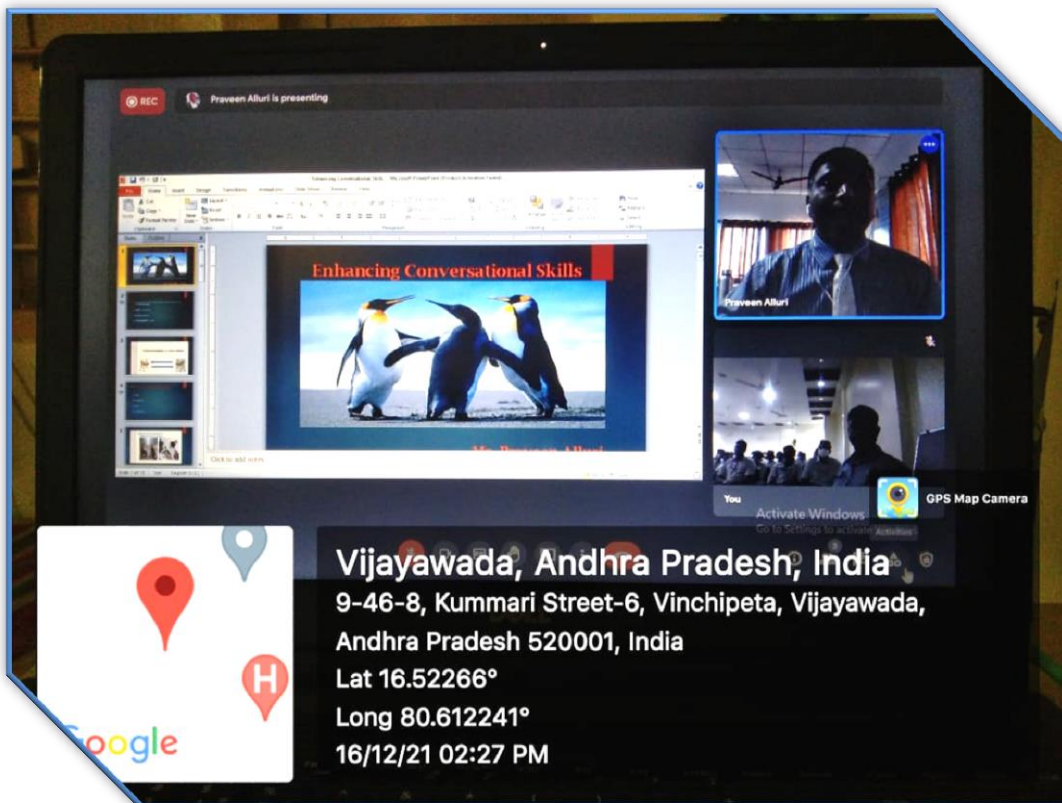
The most common type of signal is questions. These may be either open or closed. Create Emotional Connections of course it is perfectly possible to conduct a conversation entirely at the level of small talk, with nothing important being said. But conversation is also a way to explore whether you wish to know someone better and build a relationship with them. It can therefore be useful to understand how to use conversation to create and build emotional connections.



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Dr. H. Narendra Kumar, Head, Dept. of English, introducing the Resource Person



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Talk by Resource Person Mr. Praveen Alluri, Lecturer of English, University of Technology and Applied Sciences-Oman



Students at the Virtual Guest Lecture

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Department of English

Cordially invites you to the Virtual Guest Lecture on
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By
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