

# Soft Skills Training for the Workplace

*Module 452:*

***Social Skills for the Work Place***

## Good Conversation

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Complete the tables.

### A. Describe someone you know<sup>1</sup>...

1. is good at trading information.	
2. makes too little or too much eye contact.	
3. stand too closely or too far away.	
4. talks too loudly or too softly.	
5. talks too much or asks too many questions.	
6. makes too many corrections.	
7. teases or gets teased a lot.	
8. prefers group conversations.	
9. prefers one-on one conversations.	
10. likes to spread gossip and rumors.	

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<sup>1</sup> If you don't believe you know anyone who does any one of these things, you may leave that area blank.

**B. Describe a time when you<sup>2</sup>...**

1. were good at trading information.	
2. made too little or too much eye contact.	
3. stood too closely or too far away.	
4. spoke too loudly or too softly.	
5. talked too much or asks too many questions.	
6. made too many corrections.	
7. teased or were teased.	
8. started or joined a group conversation.	
9. started or joined a one-on one conversation.	
10. left a group conversation.	
11. left a one-on one conversation.	
12. spread gossip and rumors.	

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<sup>2</sup> If you don't believe you have ever done any one of these things, you may leave that area blank.



