**Hama Lakhdar University of Eloued**

**Faculty of Arts and Foreign Languages**

**Department of English**

Teacher: Mega Afaf

Subject: Oral Expression

Level: Second Year- First Semester.

Course No: 01.

**LEARNING THE CONVERSATION TECHNIQUES**

**Definition of Conversation:** Conversation is an interactive communication between two or more people.

**1-Opening the Conversation**

* Ask easy questions.
* Talk about the weather, the recent news, ask about the family, work, holidays..

**2-Mention the Name of your Interlocutor:** It is very important thing to mention the name of your interlocutor in conversation.

**3-Chaging a Topic in a Conversation**: Using the following forms:

By the way, anyway, let’s talk about something,…

4- Expressing a Lack of Understanding

* I beg your pardon!
* I’m not quite sure I know what you mean.
* I’m not quite sure I follow you.
* I didn’t quite see what you mean.
* I’m not sure I got your point.
* Sorry, I didn’t hear what you said.

**5- Asking for Clarification**

* What do you mean by…
* Do you mean….?
* Could you say that again?
* Could you be more explicit?
* Could you explain what you mean?
* Could you give us an example?

**6-Clarifying One’s Point or Idea**

* Let me explain that..
* Let me put it in another way…
* Sorry, let me explain…
* In other words,…
* To say this differently,…
* To put it differently,…

**7- Reflecting**: the addressee bounces back what he has heard through paraphrasing, parroting, extrapolating, or body language to show that his interest and that he has understood. This results into positive relationship.

**8-Closing a Conversation**

* It was great talking to you,…
* I enjoyed your conversation, But I have a few more things to do….
* I don’t want to keep you longer. How about next Monday, for example?