



Lesson 05: Business Small Talk

Warm-up Questions:

What is small talk? What are some topics you can use for small talk?
Do you feel comfortable talking to strangers or talking to someone you don't know very well?
What are the benefits of having small talk in the workplace?

Initiating small talk

Hello, I don't think we've met. My name is (name).

Hi, you are from the (company/department), aren't you?.

How is (something in the surrounding- could be food/beverages, weather, etc.)?.

I really like your (item/style, etc)?

Amazing weather today, isn't it?

Showing interest

Really? Uh huh... That's amazing.

Oh wow. I see. That's very interesting.

Ending small talk

I have to get back to work, but it was nice talking to you.

I would love to talk more, but I have a meeting to attend in few minutes.

It was great meeting you. I hope we can continue our conversation later.

I need to step away for a bit, but I really enjoyed our conversation.

It was nice speaking to you. Maybe we can meet up later.

Discussion:

1. Do you think you are good at small talk?
2. How can effective small talk improve your career?
3. How does it feel when a stranger starts a small talk with you?
4. Have you ever initiated small talk with a stranger?
5. What are the tips to being a good conversationalist/small talker?

Practice: Small talk with your partner

Common small talk topics:

Sports
Current environment
Current events
Hobbies/Interests