



Small Talk

What is small talk?



Which topics are good and bad for small talk?

GOOD TOPICS

BAD TOPICS



Which topics are good and bad for small talk?

GOOD TOPICS

The weather
Family
Houses / Origins
Travel
Entertainment
The event
Profession / Studies
Current Affairs
People in Common

BAD TOPICS

Politics
Money
Religion
Polemic issues





- 1) Clean introduction / greeting
- 2) Simple conversation Q&A
- 3) Clean getaway

Greeting



1) Clean introduction / greeting

Formal

Informal

Greeting



1) Clean introduction / greeting

Formal

- Good morning / afternoon / evening
- Hello!
- How are you doing?
- How are you?
- How have you been?
- What have you been up to?

Informal

- Hi
- Hey
- How's it going?
- How are things?
- How's life?
- How is everything?
- What's new?

Introduce Yourself



1) Clean introduction / greeting

Formal

Informal

Introduce Yourself



1) Clean introduction / greeting

Formal

- It's lovely to meet you
- It's nice to meet you
- It's a pleasure to meet you
- It's an honour to meet you
- It's nice to finally put a face to the name
- This is the first time we've actually met face-to-face

Informal

- It's good to meet you at long last
- Do you need any introductions here?

Reconnecting



1) Clean introduction / greeting

Formal

Informal

Reconnecting



1) Clean introduction / greeting

Formal

- Good to see you again
- I thought I recognised you, how are you?
- The last time I saw you, you were ...
- Did you end up (getting that promotion)?

Informal

- Long time no see
- Look who it is
- Fancy meeting you here!
- I haven't seen you in ages
- Wait till I tell you ...
- You won't believe it ...

Introduce Others



1) Clean introduction / greeting

Formal

Informal

Introduce Others



1) Clean introduction / greeting

Formal

- Let me introduce you to my colleague/partner ...
- I'd like to introduce you to ...
- Have you met ...?
- Do you two know each other?
- ... is on their own, let's ask them to join us

Informal

- This is ...
- ... works in ...
- ... was just saying that ...
- ... was just telling me about ...

2) Simple conversation Q&A



Weather

Event

Plans

Family

Job

Entertainment

Current Affairs

Origins

Travel

Weather

2) Simple conversation Q&A



Questions

- ② It's a lovely day, isn't it?
- ② I thought it was supposed to rain today, but it's beautiful, isn't it?
- ② It looks like it's going to snow!
- ② I can't believe it's raining, was it supposed to?
- ② It's been terrible weather this week, do you think it'll get any better?
- ② Is it this hot / cold in your hometown?
- ② It's freezing cold / boiling hot outside today, isn't it?

Answers

- ② Yes, it's beautiful!
- ② I was so so surprised by the weather
- ② We managed to get out in the sun ...
- ② I hope it'll improve a bit
- ② I can't believe it!

Event

2) Simple conversation Q&A



Questions

- ⇒ How are you enjoying the **conference** today?
- ⇒ What's been your highlight today so far?
- ⇒ Have you been to this **building / conference** before?
- ⇒ Is this your first **conference**?
- ⇒ How did you end up at this **conference**?
- ⇒ What brings you here today?
- ⇒ Were you at the **ABC conference**?

Answers

- ⇒ This is my first time actually! I'm really enjoying it
- ⇒ No, I've been before, I was at ...
- ⇒ I've just been to the talk on ...
- ⇒ I'm here because ...

Event

2) Simple conversation Q&A



Questions

- ⇒ Where are you staying while you're here?
- ⇒ Did you manage to get here alright?
- ⇒ Did you find your way here OK?
- ⇒ Was the traffic bad for you today?
- ⇒ Can I get you anything to eat or drink?

Answers

- ⇒ I'm over at a ...
- ⇒ We were stuck in traffic all the way here! It was a nightmare!
- ⇒ It was really easy to get here, I just took the ...
- ⇒ Yes, I'd love a ... please

Plans

2) Simple conversation Q&A



Questions

- ⇒ How was the weekend / holiday?
- ⇒ Did you do anything exciting/nice/interesting over the weekend?
- ⇒ Shall we grab (get) a coffee before we get started?
- ⇒ How are things?

Answers

- ⇒ We had a lovely weekend, we ...
- ⇒ We're actually planning on ...
- ⇒ Yes, I'd love a coffee!
- ⇒ Things are great, really busy
- ⇒ I'm working on ...

Family

2) Simple conversation Q&A



Questions

- ⇒ Do you have any children?
- ⇒ Do you have any pets?
- ⇒ I remember you telling me you have 2 children, is that right?
- ⇒ I'm curious to know your story/background

Answers

- ⇒ Yes, we're a family of ... I have ...
- ⇒ No, I don't have any children/pets
- ⇒ Well, do you have time? I come from ...

2) Simple conversation Q&A



Questions

- 🗨 When did you start working for ...?
- 🗨 Do you work in **marketing** as well?
- 🗨 What is it that you do?
- 🗨 What made you decide on a career in **law**?
- 🗨 Are you still at the same company?
- 🗨 Is everything going well at work?
- 🗨 Where do you work?
- 🗨 Do you like it?
- 🗨 Are you new to the company?
- 🗨 What kind of business are you in?

Answers

- 🗨 I started as a ... back in ...
- 🗨 I've been a ... all my life
- 🗨 My focus is ... but I also ...
- 🗨 I'm a/an ... / I work as a/an ...
- 🗨 Yes, I'm still working at ...
- 🗨 No, I've moved on to ...
- 🗨 Work is good, all is going well ...
- 🗨 I really love what I'm working on at the moment
- 🗨 I just started working here ...
- 🗨 I'm in the ... industry

Entertainment

2) Simple conversation Q&A



Questions

- ⇒ Have you seen / watched / read / been to?
- ⇒ I've just finished reading ... do you know it?
- ⇒ The new film .. has just been released, do you know it?
- ⇒ Are you a film fan?
- ⇒ We ate at ... last night, have you been before?
- ⇒ Are there any restaurants around here you could recommend?
- ⇒ This food / coffee is so good, would you like some?

Answers

- ⇒ I've never actually seen/ watched/ read been to ...
- ⇒ It's on my to-do list but I haven't got round to it yet
- ⇒ Yes, I absolutely love ...
- ⇒ No, I actually prefer ...
- ⇒ I've heard of it, what is it about?
- ⇒ I highly recommend ...

Sports

2) Simple conversation Q&A



Questions

- Did you catch the game last night?
- Are you a sports fan?
- Do you watch **football**?
- Which team do you support?

Answers

- I can't believe ...
- I was so tight!
- I'm gutted that we lost!
- I'm a huge fan of ...

Current Affairs

2) Simple conversation Q&A



Questions

- Did you read about / hear about / see ...?
- I read that ... what do you think?

Answers

- It's awful / terrible / so sad / a disaster / a nightmare / amazing / wonderful / lovely
- I haven't heard anything, what happened?

Origins

2) Simple conversation Q&A



Questions

- ⇒ Whereabouts are you from?
- ⇒ So, you're from ... how long have you lived there?
- ⇒ I've always wanted to travel to .. whereabouts are you from?
- ⇒ I'm from ... do you know it?
- ⇒ I can't place your accent, where are you from?
- ⇒ Are you a long way from home?
- ⇒ Where do you call home?

Answers

- ⇒ I'm from ...
- ⇒ I'm originally from ... but I live in ...
- ⇒ I'm a ... through and through

Travel

2) Simple conversation Q&A



Questions

- ⇒ Have you ever been to ... before?
- ⇒ How was your trip here?
- ⇒ This is my first time in ... what can you recommend?
- ⇒ Are you familiar with this area?
- ⇒ Do you plan to stay here long?
- ⇒ How do you like it here so far?

Answers

- ⇒ I've never actually been there, what's it like?
- ⇒ Yes, we went in ... I loved it!
- ⇒ Did you enjoy it? Would you recommend it?
- ⇒ I'd highly recommend ...
- ⇒ We're only here for ...
- ⇒ So far, it's ...

3) Clean getaway



3) Clean getaway



- Goodness, is that the time! I need to get back to work / I need to dash off
- It was lovely catching up, I'm so glad I bumped into you
- Give me a call next time you're around
- Have a safe trip / journey back
- Take care
- This has been great
- It was great talking to you, thanks for telling me about ...
- Do you have a card? Can I leave you with my card?
- I'm off to grab some food/ drink but great to catch up/ meet you
- I'm just going to say hi to ... / I should probably say hi to ...
- Excuse me, I'm just going to the restroom / nipping to the loo
- Enjoy the rest of the event
- Sorry, I've got to go / I'll let you get on



- 1) Clean introduction / greeting
- 2) Simple conversation Q&A
- 3) Clean getaway

You are at a conference on the importance of digital marketing for small companies. You are sitting next to somebody you don't know. Start a conversation with them and ask 3 follow-up questions.



You have bumped into an all old colleague at a meeting. You worked together for 5 years and know about their family. Start a conversation with them and ask 3 follow-up questions.



You bump into a client on the street when shopping. You have a meeting booked with them next week. Start a conversation and ask 3 follow-up questions.



You are waiting outside a meeting room to listen to a presentation on the sales figures for the year. You meet your team, who you know well and regularly socialise with. Start a conversation with them and ask 3 follow-up questions.



You are at a conference on the importance of digital marketing for small companies. The person you are sitting next to introduces themselves and asks you *"how did you get into your profession?"* Respond to this question then pose a follow-up question.



You have bumped into an all old colleague at a meeting. You worked together for 5 years and know about their family. They ask you *"how is everything going?"* Respond to this question then pose a follow-up question.



You bump into a client on the street when shopping. You have a meeting booked with them next week. They say *"hello, what have you been up to today?"* Respond to this question then pose a follow-up question.



You are waiting outside a meeting room to listen to a presentation on the sales figures for the year. You meet your team, who you know well and regularly socialise with. One person says *"it's a lovely day, isn't it?"*. Respond to this question then pose a follow-up question.

