



BUSINESS ENGLISH PHRASES

Small Talk 4 How To Keep The Conversation Going

Ask good open questions	<p>-<i>"Which talks/presentation have you enjoyed most?"</i></p> <p>-<i>"What do you think of the event so far?"</i></p>
Listen and show real interest	<p>-<i>"Mmm. Yes I see exactly what you mean."</i></p> <p>-<i>"True. I see what you're saying."</i></p> <p>-<i>"Is that right. I hear Paris is beautiful this time of year."</i></p> <p>-<i>"Really. That must have been really interesting."</i></p>
Changing the subject	<p>-<i>"That reminds me. Haven't I heard somewhere that you play golf"</i></p> <p>-<i>"Didn't Richard say that you play golf."</i></p> <p>-<i>"While we're on the subject of finance, what do you think about the recent corporate tax law changes?"</i></p> <p>-<i>"Speaking of summer, how is the 3Q (third quarter) going?"</i></p> <p>-<i>"Before I forget, how did the new product launch go?"</i></p> <p>-<i>"By the way did I tell you we're going to the WMC Conference in Singapore."</i></p>
Active Listening phrases	<p><i>"Uh huh"</i></p> <p><i>"Mmm, I see what you mean"</i></p> <p><i>"Yes, I know what you mean"</i></p> <p><i>"That's right",</i></p> <p><i>"How interesting"</i></p> <p><i>"I'd like to do that"</i></p> <p><i>"I'd like to try that".</i></p>