



**MAKING
SMALL TALK
IN ENGLISH
..... WITH
CONFIDENCE!**

Making Small Talk In English With Confidence! (eBook & audiobook)

Stop getting blocked and start feeling confident making Small Talk in English!

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Introduction

Making Small Talk In English With Confidence! is an ebook and audiobook that is a full of useful *Business English and tips* for busy professionals.

What is Small Talk

Small Talk = Language + Culture + Conversation Techniques

Small talk is about connecting with people in some way by making conversation about common interests and conversation topics.

Small Talk topics/matters (examples):

- Weather
- Sports, hobbies, interests
- Latest news (that's not too controversial)
- Places of interest to visit at the location
- Previous trips and conferences
- Talk and ask about "the day" (e.g. what have you both done today).
- Work (if you have work and professional contacts in common)
- Observations (e.g. about work, current location, dress, etc)
- Common interests (e.g. work, contacts, hobby/interest, sport, etc)
- Restaurants, food and gastronomy/cuisine

Why Is Small Talk So Important?

Let me start by admitting that a lot of native English speaking professionals find making small talk difficult and uncomfortable in English.

Most people prefer to talk about their work and company than make small talk with colleagues, suppliers and clients.

Yet small talk is what makes conversations work and our work relationships so much better. Without it human connection and communication are so much poorer.

Small talk helps:

- (break the ice) you feel more confident and comfortable with someone
- (connect) you build and maintain relationships.
- you see new opportunities that you might miss without small talk.
- you create a positive and friendly atmosphere
- you increase business and revenues with clients

Typical Small Talk problems (from our training clients and newsletter readers):

- What topics should I start with?
- I don't have enough vocabulary to participate in conversation with native English speakers.
- In social situations I get blocked speaking in English.
- At conferences it can be noisy and I find it hard to follow the conversation of native English speakers.
- I don't have anything in common with the other person.

Do you have these problems too?

I imagine you think it's only you, but it's not! Most people admit to feeling the same and having similar problems making 'small talk' in English.

How To Use This Book?

I wanted to write this ebook (+ audio) to be a quick and easy resource for busy professionals to 'Make Small talk In English With Confidence!'

It includes:

- Business English phrases (+ audio)
- Business Situations
- T & T - tips and techniques
- Practice activities

Develop your confidence making small talk in English!

Practice & feedback are the keys to developing confidence!

- 1) Practice making 'small talk' in English, audio record yourself (webcam / smartphone) and ask others for feedback.
- 2) Do 1) again and better!
- 3) Send us your best 'Small Talk' audio recording for feedback
info@englishtco.com or chris@englishtco.com

Good luck! Wishing you lots of success with your Small Talk!

See you soon! / ¡Hasta pronto!

Christopher Wright

The English Training Company – Feel equal. Speak, meet and present in English with confidence!

Contents Page / Checklist

Making Small Talk In English With Confidence!

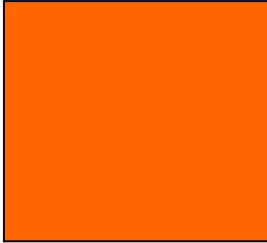
Stop getting blocked and start feeling confident making Small Talk in English!

Techniques

- 1. How To Welcome A Visitor In English**
- 2. How To Talk About Your Interests/ Hobbies**
- 3. How To Start A Conversation - 'ARE' Technique**
- 4. How To Start A Conversation - 'SUELTE' Technique**
- 5. How To Keep The Conversation Going**
- 6. How To Control Your Nerves**

Business Situations

- 7. Business Lunches/Dinners**
- 8. Coffee Break**
- 9. Drinks At The Bar & After Work Drinks**
- 10. Training Courses I & II**
- 11. Corporate Hospitality I & II**
- 12. Business Meetings**



Business Lunches / Dinners

How to talk about food, restaurants and cuisine

Business lunches / dinners - talking about food, restaurants and cuisine are simple topics of conversation to make small talk about. And you don't need to be a "foodie" (someone who loves food) or an expert to make comments and ask questions.

Welcome

(other) - "It's a pleasure to meet you John."

(you) - "The pleasure is all mine."

(you) - "It looks a popular restaurant. Have you been here before?"

(other) - "Yes it is very popular. I've been here a few times and the food is great. Plus the service is quick which at lunchtime is an advantage."

(you) - "Do you usually have lunch at the office or go out for lunch?"

(other) - "It depends on my agenda and workload. If it's a busy week, I usually eat more at the office."

(you) - "Yes me too."

Talking about the menu

(other) - "What would you like to drink?"

(you) - "Thanks. I will have sparkling/still mineral water please."

(other) - "This restaurant has an excellent set menu and you can choose between two or three courses."

(you) - "Thanks. I had a good breakfast, so I will have the set menu for two courses."

(you) - "The set menu looks very good. What would you recommend?"

(other) - "Well, what do you like to eat? Meat, fish?"

(you) - "Fish."

(other) - "Mmm. I would recommend the smoked mackerel. I had it last week and it was very tasty."

(you) - "Ok I'll have the smoked mackerel."

How to talk about food, restaurants and cuisine

(you) - "This restaurant is very popular. Is it also popular at the weekend?"

(other) - "You would be surprised. The financial district is deserted at the weekends."

(you) - "Do you go to a lot of restaurants?"

(other) - "Yes especially on business trips, it's the good part of the job. At the office I don't always have time."

(you) - "And outside of work, do you go to a lot of restaurants?"

(other) - "My wife and I make a habit of going out to a restaurant at least once per week. We're lucky we can be in the city centre in 15 minutes by tram and there's lots to see and do in the centre."

(you) - "My partner and I often do the same. We like to go out to a restaurant and see a musical or theatre show, but the traffic can be a pain."

(you) - "What type of restaurants and cuisines do you like?"

(other) - "Italian, Spanish, Mediterranean and Argentinean."

(you) - "I like Italian cuisine but I've never had Argentine cuisine. What's it like?"

(other) - "I'm biased! The meat is world class and the "asado" the way the meat is barbecued over hot coals is delicious. The cuisine also has a very strong Italian influence with lots of pasta, pizza and ice-cream."

#TIP 1: Talking about cuisine and restaurants is an easy way to break the ice and start a conversation, without having to be a "foodie" (expert).

#TIP 2: For some cultures "talking about food/cuisine" is an important part of the culture (e.g. Italy, France and Spain) and a good way to connect to somebody.

****Practice Activity**

Think of a business lunch/dinner where you had to make small talk with a colleague/client in English.

- Practice it and record yourself speaking (2-3 mins).
- Do it twice. Decide which recording is better.

	BUSINESS ENGLISH PHRASES
Small Talk 5 Business Dinners and Lunches	
Welcome	<p><i>(other) - "It's a pleasure to meet you John." (you) - "The pleasure is all mine."</i></p> <p><i>(you) - "It looks a popular restaurant. Have you been here before?" (other) - "Yes it is very popular. I've been here a few times and the food is great. Plus the service is quick which at lunchtime is an advantage."</i></p> <p><i>(you) - "Do you usually have lunch at the office or go out for lunch?" (other) - "It depends on my agenda and workload. If it's a busy week, I usually eat more at the office." (you) - "Yes me too."</i></p>
Talking about the menu	<p><i>(other) - "What would you like to drink?" (you) - "Thanks. I will have sparkling/still mineral water please."</i></p> <p><i>(other) - "This restaurant has an excellent set menu and you can choose between two or three courses." (you) - "Thanks. I had a good breakfast, so I will have the set menu for two courses."</i></p> <p><i>(you) - "The set menu looks very good. What would you recommend?" (other) - "Well, what do you like to eat? Meat, fish?" (you) - "Fish."</i></p> <p><i>(other) - "Mmm. I would recommend the smoked mackerel. I had it last week and it was very tasty." (you) - "Ok I'll have the smoked mackerel."</i></p>
How to talk about food, restaurants and cuisine	<p><i>(you) - "This restaurant is very popular. Is it also popular at the weekend?" (other) - "You would be surprised. The financial district is deserted at the weekends."</i></p> <p><i>(you) - "Do you go to a lot of restaurants?" (other) - "Yes especially on business trips, it's the</i></p>

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Author

My name is Christopher Wright and co-director of The English Training Company (www.englishtco.com).

I'm a Business English trainer and have books and articles published by Amazon, Oxford University Press and McGraw Hill.

And my company and I have helped thousands of professionals like you succeed in Business English and to speak, meet and present in English with confidence!



How Can The English Training Company Help You?

Feel equal. Speak, meet and present in English with confidence!

“Are you tired of not feeling equal to your English speaking colleagues, suppliers and clients?”

“Do you want to have more confidence speaking, meeting and presenting in English?”

LET'S CHANGE THAT TOGETHER NOW!

Get FREE my Amazon ebook 'English Speaking Skills For Professionals' (+audio), PLUS videos and my top tips when you subscribe to our popular newsletter on www.englishtco.com!

The English Training Company

See our website <http://www.englishco.com>

Learning Resources (FREE):

- My Top Tips:
 - Speak in English with confidence!
 - Participate in meetings in English with confidence!
 - Present in English with confidence!
- Business English Videos (1 minute)
- HR English Videos (1 minute)
- Weekly class (video listening)

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