

Activity 3

Conversation Steps

Directions: You will have fun talking with your family and friends when you know how to have a conversation. Read the sentences below and fill in the blank with the correct word or words.

Word Bank:

greeting	two	voice
pause	end	

1. Maintain the appropriate distance of about _____ feet between you and the person you're talking to.

2. Start the conversation with an appropriate _____.

3. Make one or two comments, then _____ to give the other person a chance to talk.

4. _____ the conversation appropriately.

5. During a conversation you should use a quiet

_____.

ANSWER KEY:

1. two 2. greeting 3. pause 4. end 5. voice