

MEANINGFUL CONVERSATION CHECK-LIST

To improve our conversation EQ, it can be helpful to start by considering conversation as a game of sorts that requires monitoring with a goal of attaining high scores on the items listed below. Realize that in the beginning, scoring highly may be a challenge, but as you continue to practice gathering meaningful subject-matter and fitting it appropriately into the flow of conversation, improvement will surely happen.

If we are to contribute toward saying and doing what's more meaningful, we must consider searching for interesting details and thoughtful gestures. For additional improvement, please see e-ii.org Lesson 5A and www.conversationmatters.com.

Review particular factors beforehand

- Preplan your greeting to assure its effectiveness.
- Think about family members and others common acquaintances to kindly inquire.
- Show interest in unfamiliar people by asking inquisitive questions about their lives.
- Perhaps ask the person to bring pictures of loved ones or recent travels.
- Take your camera for a few friendly photos.
- Make it a priority to remember the highlights, so you can reference in future conversations.
- Exchange cell phone numbers when scheduling a visit, and keep the person's number handy should you realize the need to arrive late, postpone the visit, or remind to bring something.
- Review and consider other ways to show your interest and that you appreciate and care about others (e.g., complimenting, congratulating, honoring, respecting, thanking them).
- Consider sharing any articles, cartoons, jokes, and e-mails, which you think would be helpful or entertaining.
- If you have realized that something you said at your last visit or conversation could have been hurtful, do apologize.
- Try to preselect meaningful questions to ask about significant issues and the events in the other person's life from your last conversation.
- Define and memorize interesting information to share in the conversation about your life, such as current events, interesting things you learned, received, or worth sharing from books, the Internet, movies, and TV, as well as travels.
- Try to remember when and where you last saw the person, so that you are able to ask or comment about how long ago it was and/or about that event. Also try to remember and not repeat the same stories you told during your last conversation.

Consider worthy courtesies.

- Prepare to arrive punctually. Realize that arriving late or speeding on the highway to arrive at your destination on time may reflect a self-centered bent.
- Be prepared to direct your thoughts meaningfully.
- Try to review and help anyone catch up who arrives later stages of a topic of conversation.
- Remember to listen well, identifying and noting meaningful points about which to comment later in the conversation, for closing, or for review prior to your next visit or communication.
- Remember to be supportive while listening to others' life situations.
- Remind yourself to listen for major topics. Points being brought up in the flow of conversation remind us of particular subject-matter to discuss. Often, with less preparation, these associations become the driving force of conversation.
- Be sure to heed the direction of the conversation, while being cautious and courteous.
- Remember, above all, to take turns and not to monopolize the conversation. Asking others questions and allowing their input should diminish this problem.
- If there are three or more people, be sure to include everyone in the conversation as well, even if this means asking questions of those in the group who are quietly listening.
- When others in the group are not studying meaningful conversation, be careful not to be critical of their conversation ineptitudes.
- As in business, there are important particulars which people need to know, while conversely, and there are other details that should not to shared, such as that which is confidential, abrasive, or extremely controversial. Thus, gossip, politics, and religion may be best avoided.