## **RULES OF A CONVERSATION**

- 1.Be a good listener
- 2.Do not interrupt another while he or she is speaking



- 3. Do not do all the talking take turns
- 4. Be sensitive to your surroundings
- 5. Do not ask another question before the first one is answered

- 6. Avoid unnecessary detail
- 7. Do not exaggerate
- 8. Do not misquote
- 9. Cultivate tact

