

SMALL TALK





Scan to review worksheet

Expemo code: 15QR-B6C9-D9F4



1 Warm-up

What typical topics of conversation do people in your country talk about with strangers to be polite?

2 Social exchanges

Match the expressions on the left with the definitions on the right:

make small talk
to have a conversation about unimportant things with someone you don't know very well

2. talk shop b. to start to talk with someone you don't know

3. have a chat c. to talk about business with people you work with when you are

not at work

4. exchange words d. to talk to someone in a friendly, informal way

5. strike up a conversation e. to talk with someone for a very short time

In pairs, describe when you last engaged in the activities above, e.g. I exchanged words with our sales director after the meeting last Monday.



3

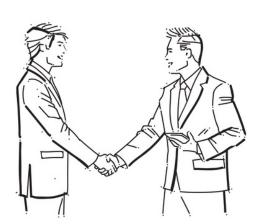
Making conversation

Match the following conversation openers with the responses on the right:

- 1. Haven't we met somewhere before?
- 2. Mind if I join you?
- 3. How do you like our new location?
- 4. How are you enjoying the conference?
- 5. What are you having?
- 6. Daniel, long time no see. It must be 6 years or so.
- 7. Do you two know each other?

- a. I've found it very practical so far. I can't wait to implement some of the ideas that have been discussed.
- b. Not at all. Be my guest.
- c. That's right. It's good to see you again. You haven't changed a bit.
- d. Well, it's certainly a nice change. I see you have a splendid view of the cathedral from your conference room.
- e. Whatever you're having is fine.
- f. Yes, I think so. I can't quite remember where though.
- g. Yes, we're old friends. We go back about seven years.





Match the openers and responses to the situations below. Listen to check you answers.

- a. introducing yourself to someone you think you have met before
- b. greeting someone you already know
- c. asking if you can sit with someone
- d. making small talk (x3)
- e. offering someone a drink at a bar of restaurant





Now listen again and complete the rest of the mini dialogues:

Dia	alogue 1	
A:	A, my name's Helen Rice, from Global Training Solutions.	
B:	Oh r, it was probably at the management skills development conference in Londo last year. Nice to meet you, I'm Sam Clarke.	
Dia	alogue 2	
A:	Wonderful cafeteria you have here.	
B:	Yes, we just remodeled. I s you've ordered the mushroom soup. G !	
Dia	alogue 3	
A:	Yes, it c b all those gray apartment blocks that surrounded our previous headquarters. W are you located?	
Dia	alogue 4	
A:	Yes, we've c had our f share of marketing experts today. S of marketing, how's your new campaign c along?	
Dia	alogue 5	
A:	Right, two beers i is t	
Dia	alogue 6	
A:	Neither h you. I'm t that you are now the regional manager.	
B:	Yes, that's right. It's quite a challenge, you know.	
A:	I bet!	
Dia	alogue 7	
C:	Actually it's m eight. We first started working together during the company merger.	





Making small talk

Complete the table below with words and expressions from the dialogue extracts on Page 2:

Asking questions:	Whereabouts are you located?
Changing the topic:	anyway
Using background knowledge:	I'm told that

Which categories do the following expressions belong to?

By the way, I understand that What are your plans for the summer break? I hear that

When was the last time you visited this city?

5 Role play

Imagine you are at a conference. Go around the class greeting and making small talk with other people using language from this lesson.



Transcripts

3. Making conversation

Dialogue 1

- A: Haven't we met somewhere before?
- **B**: Yes, I think so. I can't quite remember where though.
- A: Anyway, my name's Helen Rice, from Global Training Solutions.
- **B:** Oh right, it was probably at the management skills development conference in London last year. Nice to meet you, I'm Sam Clarke.

Dialogue 2

- A: Mind if I join you?
- B: Not at all. Be my guest.
- A:Wonderful cafeteria you have here.
- B: Yes, we just remodeled. I see you've ordered the mushroom soup. Good choice!

Dialogue 3

- A: How do you like our new location?
- **B**: Well, it's certainly a nice change. I see you have a splendid view of the cathedral from your conference room.
- **A**:Yes, it certainly beats all those gray apartment blocks that surrounded our previous headquarters. Whereabouts are you located?

Dialogue 4

- A: How are you enjoying the conference?
- **B**: I've found it very practical so far. I can't wait to implement some of the ideas that have been discussed.
- **A**:Yes, we've certainly had our fair share of marketing experts today. Speaking of marketing, how's your new campaign coming along?

Dialogue 5

- A: What are you having?
- B: Whatever you're having is fine.
- A:Right, two beers it is then.

Dialogue 6

A: Daniel, long time no see. It must be 6 years or so.



B: That's right. It's good to see you again. You haven't changed a bit.

A: Neither have you. I'm told that you are now the regional manager.

B: Yes, that's right. It's quite a challenge, you know.

A: | bet!

Dialogue 7

A:Do you two know each other?

B: Yes, we're old friends. We go back about seven years.

C: Actually it's more like eight. We first started working together during the company merger.





Key

2. Social exchanges

1. a

2. c

3. d

4. e

5. b

3. Making conversation

Conversation openers - responses:

1. f

2. b

3. d

4. a

5. e

6. c

7. g

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the internet on your device).

Openers/responses - situations:

a. 1

b. 6

c. 2

d. 3,4,7

e. 5

Dialogue 1: anyway, right

Dialogue 2: see, good choice

Dialogue 3: certainly beats, whereabouts

Dialogue 4: certainly, fair, talking, coming

Dialogue 5: it, then

Dialogue 6: have, told

Dialogue 7: more like

4. Making small talk

Asking questions: How's your new campaign coming along? What are your plans for the summer break? When was the last time you visited this city?

Changing the topic: Speaking of, by the way

Using background knowledge: I hear that, I understand that

