

# GREETING ANOTHER PERSON

When you enter a room, see someone you know or meet someone new, it is nice to greet him or her.

## TO GREET SOMEONE, YOU:

1. Smile
2. Use a friendly voice
3. Look towards the person
4. Say "Hi" and the person's name

"Hi \_\_\_\_\_"

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# INITIATING A CONVERSATION

When you enter a room, see someone you know or meet someone new, it is nice to introduce yourself and start a conversation about a shared topic.

## TO INITIATE A CONVERSATION, YOU:

1. Smile
2. Greet the person by saying, "Hi"
3. Select a topic to talk about
4. Ask questions and make comments during the conversation

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# ENDING A CONVERSATION

When you run out of things to say or have something else to do, it's polite to tell the person you are talking to, "Goodbye" and a simple explanation why you have to leave.

## TO END A CONVERSATION, YOU:

1. Wait for a pause
2. Look towards the person
3. Provide a simple explanation
4. End with a friendly, "Goodbye" or "See you later"

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