

10 WAYS TO START A CONVERSATION

AN ULTIMATE GUIDE TO A GOOD CONVERSATION

NADRAH ZAINAL ABIDIN
NADIAH ZAINAL ABIDIN

All right reserved.

Published by

Kolej Komuniti Pekan
Jalan Pekan-Kuantan, Kampung Batu
Satu Peramu, 26600 Pekan, Pahang

Telephone Number : 09-426 4000
Fax Number : 09-4264141

e ISBN 978-629-99868-1-2



PREFACE

In today's interconnected world, the ability to start and maintain engaging conversations is more valuable than ever. Whether you're meeting someone new, networking professionally, or simply catching up with friends, a good conversation can open doors, build relationships, and enrich your life.

But what if you find it challenging to initiate a conversation? What if you run out of things to say? This ebook, "10 Ways to Start a Conversation: The Ultimate Guide," is designed to equip you with the simple, basic communication tools you need for everyday interactions.

We invite you to dive in, explore the ten ways presented, and start transforming your interactions one conversation at a time.

ABSTRACT

Within these pages, you' will discover practical techniques, a wealth of common vocabularies, and numerous examples to help you confidently kickstart conversations in any setting. We believe that effective communication is a skill that can be learned and honed, and this guide provides a clear and accessible path to improving your conversational abilities.

TABLE OF CONTENT

1. Introduction about conversation 9-11
2. Introduce Yourself 14-20
3. Comment on the setting 22-24
4. Offer a compliment 29-31
5. Asking for their opinion 33-35
6. Discuss current event 36-37
7. Mention a shared connection 39-41
8. Ask about their work 43-44
9. Invite their input 45
10. Offer assistance 47-48

AR APPLICATION USER MANUAL

How to use this e-book:
To fully experience the augmented content, you will need:

1. An Android device (smartphone or tablet) that is AR-compatible.
2. A designated AR app to scan AR markers or codes within the e-book.

How to interact with the AR content:
Follow these steps:

1. Download the app: Install the AR application on your device by scanning the QR code below.
2. Launch the app: Open the app and grant the necessary permissions (e.g., camera access).
3. Scan the AR markers: Look for the AR markers with the logo shown throughout the e-book. Point your device's camera at these markers.
4. Engage with the content: Interact with the AR content as intended.

KOLEJ KOMUNITI PEKAN

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

10 TIPS TO START A CONVERSATION

NADRAH ZAINAL ABIDIN

&

NADIAH ZAINAL ABIDIN

introduction

WHAT IS A CONVERSATION?

A conversation is like a lively ping-pong game of thoughts, where folks bounce ideas, opinions, and info back and forth. Whether it's a cozy chat over coffee or a heated online debate, conversations are the secret sauce of communication. They can be as structured as a robot or as laid-back as a hammock on a sunny day!



DIFFERENCES IN CONVERSATION

FORMAL

A formal conversation usually have a **clear objective** in mind, such as holding formal meetings, conducting interviews, or talking business.

- **Tone**

Civil, courteous, and frequently reserved when expressing strong feelings or personal views.

- **Language**

Steers clear of slang, colloquialisms, and informal terms in favor of mainstream English.

- **Structure**

Adheres to norms of etiquette and convention, maintaining a more ordered and structured format.

- **Example**

Commercial meetings, academic presentations, speeches, job interviews, and court cases.



DIFFERENCES IN CONVERSATION

INFORMAL

An Informal conversations are usually more relaxed and casual, aiming at **building relationships**, s**haring personal experiences**, or **exchanging everyday information**.

- **Tone**

Can be friendly, open, and spontaneous, with participants expressing emotions, opinions, and using humor or informal language.

- **Language:**

Includes slang, colloquialisms, and everyday language that may not be appropriate in formal settings.

- **Structure**

Often less structured and more free-flowing, with interruptions and topic shifts being more acceptable.

- **Examples**

Conversations with friends or family, social gatherings, chatting with colleagues during breaks.



10 WAYS TO START A CONVERSATION

It might be difficult to strike up a conversation at times, but there are ways to make it easier and more productive. Here are several approaches to striking up a discussion:

1. Introduce Yourself
2. Comment on the Setting or Event:
3. Offer a Compliment:
4. Asking for Their Opinion
5. Refer to a Common Interest or Experience:
6. Discuss Current Events (relevant to the context):
7. Mention a Shared Connection:
8. Ask about Their Work
9. Invite Their Input
10. Offer Assistance

1.Introduce Yourself

Formal

INTRODUCTION

These formal introductions can facilitate the development of a professional rapport right away in a meeting or conversation.

Basic Introduction:
"Good morning/afternoon, my name is Abu. It's a pleasure to meet you."

Introduction with Affiliation:
"Hello, I'm Sidek. I'm with ABC Company and I work in Human Resource Department.



Formal

INTRODUCTION

Introduction with Context:
"Hi there, I'm Aleeya. I've been involved in the oil and gas industry for 10 years, currently specializing in corrosion inhibitor.

Introduction with Purpose:
"Good day, my name is Tarmizi. I'm here today to discuss the new component in the robotic circuit and explore potential opportunities for collaboration."

Introduction with a Shared Interest:
"Greetings, I'm Hind. I understand we share an interest in language learning strategies. I look forward to exchanging ideas with you."



Informal
INTRODUCTION

These are less formal introductions that work well in relaxed situations where you want to come out as personable and welcoming.

- **Casual Introduction:**
"Hey, I'm Abu. Nice to meet you!"

- **Introduction with a Smile:**
"Hi there, I'm Siti. It's great to be here!"

- **Friendly Introduction:**
"Hey, I'm Sangeetha. How's it going?"

- **Relaxed Introduction:**
"Hi, I'm Khalid. Hope you're having a good day!"

- **Introduction with a Shared Interest or Context:**
"Hey, I'm Nuha. I heard we're both into AI technology."



Formal VS Informal.

When to use it?

Knowing when to use formal or informal language depends on several factors, primarily the situation and your relationship with the person you're talking to.



Formal
LANGUAGE

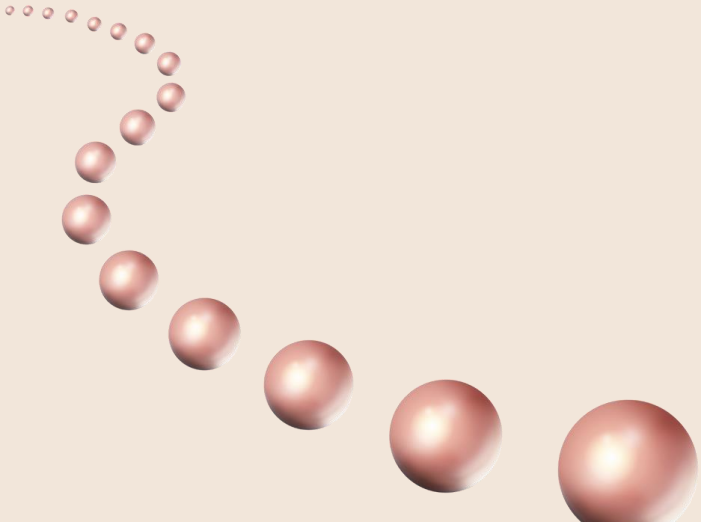
Formal Language is generally used in:

- Serious situations: Such as job interviews, business meetings, or official ceremonies.
- When talking to people you don't know well: This includes strangers, new colleagues, or superiors.
- Professional or academic writing: Essays, reports, formal emails, etc.
- Speeches or lectures.



formal language

Longer sentences and a more sophisticated vocabulary are characteristics of formal language, which also steers clear of contractions, slang, and first-person pronouns like "I" or "we" in writing. It places a high value on civility and deference.



INFORMAL LANGUAGE

Informal speech is more **relaxed** and impromptu. Shorter phrases, contractions, simpler language, and even slang are all common. Compared to formal language, the tone is more relaxed and intimate.



iNFORMAL LANGUAGE

Informal Language is more commonly used in:

- Relaxed situations: Like casual gatherings with friends or family.
- When talking to people you know well: Close friends, family members, or long-term colleagues.
- Personal communication: Text messages, personal emails, postcards.
- Everyday conversations.



2. Comment on the setting/event

Comment on the setting

These examples demonstrate how people view and respond to their surroundings or activities, reflecting observations or thoughts regarding the setting or the experience itself.

- **Comment on the setting**

1. "What a beautiful location for the wedding! The hall decoration and the building architecture both significantly enhance the ambience."
2. "I adore this cafe's warm atmosphere. The cozy seating and gentle lighting make it the ideal place to meet up with friends."





exercise 1

Imagine that someone tries to strike a conversation with you. Fill in the blanks with the appropriate responds based on the setting.

1.You are sitting alone on a bench at a park looking at the beautiful lake.

_____

_____

_____

_____

2. You are queuing for your turn to ride a roller coaster at a famous theme park.

_____

_____

_____

_____

Comment on the event

These examples demonstrate how people view and respond to events reflecting their emotions and passion.

- **Comment on the setting**

1. "The keynote speaker gave a really thought-provoking speech. They offered a novel viewpoint on the problems affecting our sector."
2. “The concert was amazing and the crowd was phenomenal. The singer was able to hit high notes effortlessly”



3. Offering a Compliment

OFFERING A COMPLIMENT

Here are some of the examples of compliments. The bold words are adjectives which are used to describe the noun.

1. “Your work on the book cover is **incredible**! It's really **striking** and expertly made."
2. "Whoa, this meal tastes **amazing**! You have a **genuine** talent for cooking."
3. "I'm incredibly **happy** for you because you won the spelling bee! Your **diligence** and **commitment** have truly paid off."
4. "Your assistance in helping the elderly woman cross the road was really **wonderful**. You're such a **kind** and **considerate** individual."



vocabularies for compliments

Here are some vocabularies you can use to compliment someone:

General Compliments:

Amazing, Awesome, Brilliant, Excellent, Fantastic, Great, Impressive, Incredible, Marvelous, Outstanding, Phenomenal, Remarkable, Splendid, Superb, Terrific, Wonderful.

Compliments on Appearance:

Alluring, Attractive, Beautiful, Charming, Cute, Dapper, Dashing, Elegant, Exquisite, Gorgeous, Handsome, Lovely, Neat, Radiant, Serene, Stunning, Vibrant.

Compliments on Personality/Character:

Accommodating, Affable, Affectionate, Amiable, Appreciative, Assertive, Astute, Attentive, Calm, Capable, Caring, Charitable, Chatty, Cheerful, Clean-cut, Clever, Coherent, Commendable, Composed, Compelling, Considerate, Contagious, Cooperative, Courageous, Courteous, Cultured, Dedicated,





4. Asking for Opinion

Asking for opinion

FORMAL SETTING

ASKING FOR AN OPINION IN A FORMAL CONTEXT CALLS FOR A CONSIDERATE AND KIND MANNER. IT'S CRITICAL TO RESPECT THE OTHER PERSON'S FUNCTION OR AREA OF EXPERTISE AND TO PHRASE YOUR QUESTION IN A WAY THAT INDICATES YOU VALUE THEIR OPINION. Here are some of the examples

1. "COULD YOU PLEASE SHARE YOUR THOUGHTS ON THE PROPOSED CHANGES TO THE PROJECT PLAN?"
2. "I would appreciate hearing your perspective on this matter. Could you provide your input?"
3. Could you please enlighten us with your idea?



Asking for opinion

INFORMAL SETTING

The approach can be more casual and conversational in an informal atmosphere. You can speak in an approachable manner and use more informal language. Here are some of the examples

1. "WHAT DO YOU THINK ABOUT THIS NEW IDEA WE'RE CONSIDERING?"
2. "I'd love to hear your take on this. What are your thoughts?"
3. What is your take on this matter?



COMMON EXPRESSIONS USED WHEN ASKING FOR OPINIONS

Here are three expressions to ask for an opinion, both formally and informally:

Formal:

1. "Could you share your perspective on...?"
2. "I would appreciate your input on..."
3. "What are your thoughts regarding...?"

Informal:

1. "What do you think about...?"
2. "How do you feel about...?"
3. "Any thoughts on...?

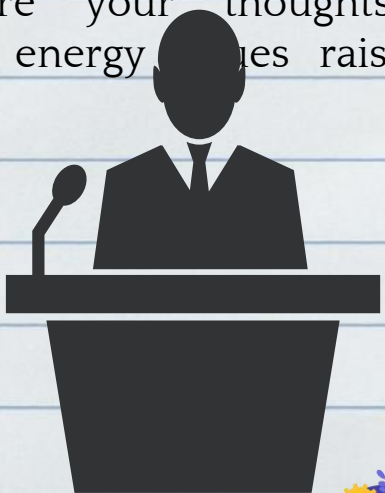


5. Refer to a common interest/ experience

REFER TO A COMMON INTEREST OR EXPERIENCE

Bringing up a shared interest or experience at the beginning of a conversation might help to establish rapport right away and make the exchange more interesting and relatable. This strategy makes use of common interests or experiences to create a friendly and relaxed atmosphere. Below are some of the examples:

During a Conference:
"I saw that you and I went to the keynote address on sustainable development. What were your thoughts on the renewable energy [illegible]ues raised by the speaker?



REFER TO A COMMON INTEREST OR EXPERIENCE

In a Social Context:

"I noticed you like trekking as well! Have you recently hiked any of the nice trails around here?"

At an Event for Networking:

"You mentioned working in digital marketing, right? I've just begun playing around with SEO tactics; how do you use it in your campaigns?"

At an academic gathering:

"Last year, I saw you at the Young Socialpreneur Competition. What project did your group work on?





6. DISCUSS CURRENT EVENT

DISCUSS CURRENT EVENT

Talking about current events can be a good method to get up a conversation because it draws attention to relevant and widely recognised facts. This strategy can be interesting since it frequently addresses subjects that are on many people's minds and provides a forum for the exchange of ideas and perspectives. Here are three instances:

Within a Professional Environment:

"Have you studied up on the most recent developments in online marketing? It's amazing to see how AI is being used to personalize consumer experiences."



More examples

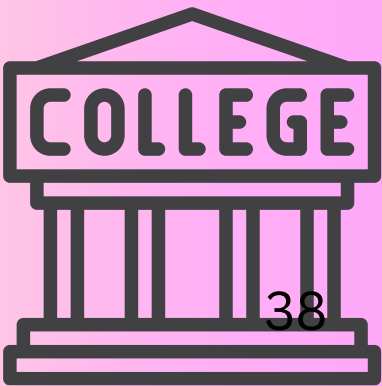
In a Social Event:

"Are you aware of the latest meeting on environmental issues? The new regulations they talked about would significantly affect our neighborhood's conservation initiatives."

Within a College Setting:

"How do you feel about the latest Mathematics question? Our study group is debating it a lot right now."

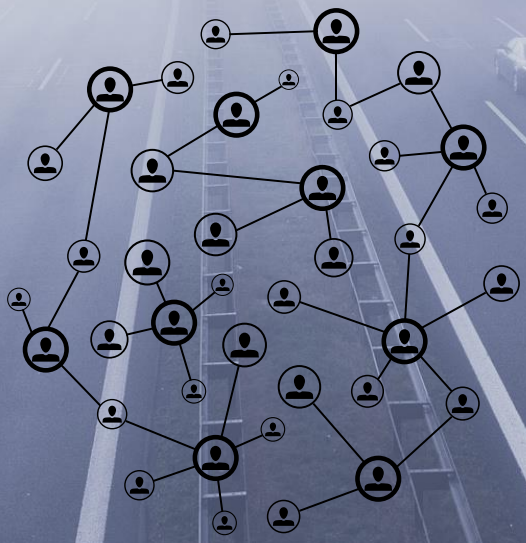
These illustrations demonstrate how current events can be adapted to the situation at hand, making the discussion interesting and relevant for all parties.



7. MENTION A SHARED CONNECTION

MENTION A SHARED CONNECTION

Mentioning a common connection at the beginning of a conversation helps to develop rapport and makes the exchange more interesting. By bringing up a person that you both know and the other person, you establish rapport and trust right away. This method not only helps to break the ice but also demonstrates your sincere intention to get in touch. Pointing out a shared interest can be a useful way to start a meaningful conversation, whether in formal or informal situations.



some EXAMPLES

Here are four instances of how bringing up a shared connection could kick off a conversation:

example 1: social gathering

"Hello, I see that you and Alex Johnson are buddies. He said you're doing fantastic work in marketing, and we collaborated on a project together last year. Please tell me more about your most recent endeavors.

example 2: conference for professionals

"Hi there! It appears that you and Dr. Sarah Lee are connected. She served as my mentor during my internship, and she told me a lot about your AI research. How you're using machine learning in your projects definitely piques my interest."



continue..

.

example 3: get-together

"Hello! I noticed you had a college friend named Emily. I shared a room with her, and she's constantly full of praise for you. I'd be interested in learning more about your recent activities."

example 4: virtual community

"Hi! I see that you have a LinkedIn connection with Mark Davis. He and I both took his digital marketing course, and he frequently promotes your thought-provoking articles. I would be delighted to discuss some of the concepts you have been developing.



8. Ask About Their Work.

Ask About Their Work

Asking someone about their profession might be a wonderful way to get them interested in you and start a conversation. Here are three instances:

- **DIRECT APPROACH:**

"Hi [Name], I'm curious—what do you do for work? It sounds like it could be really interesting!"

- **CONTEXTUAL INQUIRY:**

I heard you mention [a related topic] earlier. How does that relate to what you do professionally?

- **COMPLIMENTARY QUERY:**

"I've heard great things about [their industry or role]. How did you get into that field, and what's it like?"

These methods can easily spark a conversation since they demonstrate real curiosity.



9. Invite Their Input

Invite

their input

Asking for their opinion is a terrific way to start a meaningful conversation with someone. Here are three examples:

- **Seeking Advice:**

1. "Hi [Name], I'm working on [a project/issue] and could really use some expert advice. What do you think about [specific aspect]?"

- **Requesting Opinions:**

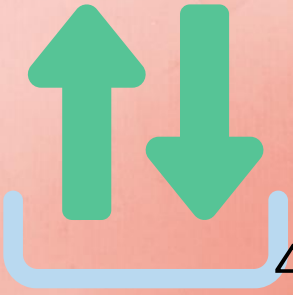
1. "I'd love to hear your thoughts on [a current topic or trend]. What's your perspective on it, given your background in [their field]?"

- **Asking for Feedback:**

1. "I'm considering [a new idea or approach] and would appreciate your input. How do you think it could be improved or what should I consider?"

By demonstrating your appreciation for their knowledge and interest in their viewpoint, these examples encourage a more lively and participatory dialogue.





10. Offer Assistance

OFFER ASSISTANCE

One of the best ways to strike up a discussion and establish a relationship is to offer assistance. Here are three examples:

- **GENERAL OFFER:**

1. "Hi [Name], I heard you're working on [a project/task]. If you need any help or resources, feel free to let me know. I'd be happy to assist!"

- **SPECIFIC HELP:**

1. "I noticed you're dealing with [a particular challenge]. If you'd like, I can help with [a specific aspect or task]. Just let me know how I can support you."

- **COLLABORATIVE APPROACH:**

1. "I'm working on something similar to what you're involved in. If there's anything I can do to help or if you want to brainstorm together, I'm here to support."



Videos for tips

how I manage to start a conversation with anyone?

https://youtu.be/Z4_j1wPy-Ng?feature=shared



THANK YOU