



# SMALL TALK



Scan to review worksheet

Expemo code:  
19S9-X1LB-ZFHE



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:

- |                             |  |
|-----------------------------|--|
| 1. make small talk          | a. 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 a few 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 a few 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?                    | a. I've found it very practical so far. I can't wait to implement some of the ideas that have been discussed.     |
| 2. Mind if I join you?                                 | b. Not at all. Be my guest.   |
| 3. How do you like our new location?                   | c. That's right. It's good to see you again. You haven't changed a bit.   |
| 4. How are you enjoying the conference?                | d. Well, it's certainly a nice change. I see you have a splendid view of the cathedral from your conference room. |
| 5. What are you having?                                | e. Whatever you're having is fine.  |
| 6. Daniel, long time no see. It must be 6 years or so. | f. Yes, I think so. I can't quite remember where though.  |
| 7. Do you two know each other?                         | g. Yes, we're old colleagues. We go back about seven years.   |



Audio



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

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

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

**Dialogue 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 London last year. How do you do. I'm Susan Clarke.

**Dialogue 2**

A: Wonderful canteen you have here.

B: Yes, we do. I s \_\_\_\_\_ you've ordered the mushroom soup. G \_\_\_\_\_ c \_\_\_\_\_ !

**Dialogue 3**

A: Yes, it c \_\_\_\_\_ b \_\_\_\_\_ all those grey apartment blocks that surrounded our previous headquarters. W \_\_\_\_\_ are you located?

**Dialogue 4**

A: Yes, we've c \_\_\_\_\_ had our f \_\_\_\_\_ share of marketing experts today. T \_\_\_\_\_ of marketing, how's your new campaign c \_\_\_\_\_ along?

**Dialogue 5**

A: Right. Two beers i \_\_\_\_\_ is t \_\_\_\_\_ .

**Dialogue 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!

**Dialogue 7**

C: Actually it's m \_\_\_\_\_ l \_\_\_\_\_ eight. We first started working together during the company merger.



## 4 Making small talk

Complete the table below with words and expressions from the dialogue extracts on Page 3:

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.