






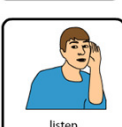
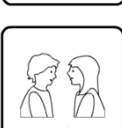
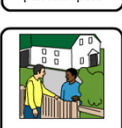



## Conversation Checklist



- |            |  |  |                          |
|------------|--|--|--------------------------|
| <b>1.</b>  | <br><small>eye contact</small>      | <b>Make eye contact.</b>   | <input type="checkbox"/> |
| <b>2.</b>  | <br><small>"Hello"</small>          | <b>Begin the conversation appropriately.</b>                     | <input type="checkbox"/> |
| <b>3.</b>  | <br><small>topic</small>            | <b>Stay on topic.</b>  | <input type="checkbox"/> |
| <b>4.</b>  | <br><small>voice</small>            | <b>Use appropriate voice volume.</b>                             | <input type="checkbox"/> |
| <b>5.</b>  | <br><small>questions</small>       | <b>Ask questions about the other person.</b>                     | <input type="checkbox"/> |
| <b>6.</b>  | <br><small>comments</small>       | <b>Make comments.</b>  | <input type="checkbox"/> |
| <b>7.</b>  | <br><small>take turns</small>     | <b>Take turns.</b>   | <input type="checkbox"/> |
| <b>8.</b>  | <br><small>listen</small>         | <b>Listen carefully.</b>   | <input type="checkbox"/> |
| <b>9.</b>  | <br><small>personal space</small> | <b>Demonstrate appropriate personal space and be respectful.</b> | <input type="checkbox"/> |
| <b>10.</b> | <br><small>enjoy</small>          | <b>Enjoy the conversation.</b>                                   | <input type="checkbox"/> |
| <b>11.</b> | <br><small>"Goodbye"</small>      | <b>End the conversation appropriately.</b>                       | <input type="checkbox"/> |

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