



# Conversation Checklist

**\*LESSON\***

## LEARNING & DEVELOPMENT OUTCOME

Participants will Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions. Understand oral and nonverbal communication skills in a variety of forms and contexts.

## MATERIALS

Worksheet

## AGE ADJUSTMENTS

This lesson is appropriate for all audiences.

## Lesson Plan

### Introducing the Lesson

- Ask participants what it means to have a conversation with someone. Ask for a few examples from the group.
- Ask participants feel about having conversations. Does it make them nervous? Do you like having conversations?



How should I split the group into pairs?

### Experiencing the Lesson

- Explain that having good conversational skills is going to be very important all throughout your life. That is why we need to start practicing early on!
- Split the group up into pairs. If there is an odd number, a trio is fine, just account for that extra time they might need.
- Hand out a writing utensil and worksheet to each participant.
- Prompt the pairs to simply have a conversation about anything they would like for three minutes!
- After the three minutes is over, participants will rate their partner on their conversation skills using the worksheet.
- Allow about five minutes for participants to fill out worksheet.

"You should randomly split them into pairs so that it is less likely that they will end up with someone they know. This lesson is more effective if they get to practice having a conversation with someone new."



### Closing the Lesson

- Have participants share their ratings and give any other comments and feedback.
- Check in with the group to see what that experience was like for them.

### After the Lesson

- This is a lesson you can revisit later in the year! So make sure to keep the original ratings so that participants can see any growth over the year.

## Further Exploration

- Tell participants to pay attention to the conversations they hear on TV and in movies.
- Write down some of the common themes they are seeing in the way that conversations are portrayed.
- Share these with the rest of the group the next time you meet together.



## Get Creative

- Have participants create a "recipe for good conversation."
- What are the ingredients (what makes a good conversation)?
- How do you put it all together (what are the things you do in a good conversation)?
- Participants can add any other details they would like to their recipes, encourage them to be creative and create a little recipe card.

## Online

- To facilitate this lesson Online, provide an electronic version of the worksheet for each participant.
- Continue as directed.
- For any utilize breakout rooms for partner work.





# Conversation Checklist

My Partner's Name: \_\_\_\_\_

fill in these stars to rate your partner on their conversation checklist!

Asking follow up questions



Making comments



Making eye contact with partner



Staying on topic



Using appropriate voice volume



Taking turns speaking



Being respectful



Give your partner a compliment here!

Worksheet for: Conversation Checklist