How to Have a Successful Conversation

For rehab patients with communication problems after brain injury or illness

Here are some tips to help you when you are having a conversation. They can help you communicate better.

1. Be aware of how you use eye contact. Looking at a person’s face from time to time can be an important way to show respect and to show that you are listening.
2. Be aware of your body language. You may be sending a subtle message that you may not mean to send.
3. Be aware of personal space. Are you making someone feel uncomfortable by sitting too close or far from them? Each person has a different idea of personal space.
4. Be a good listener in conversation. This can be just as important as speaking in a conversation.
5. Notice your voice when you are speaking. Notice how fast you are talking and how loud you are. Listen to your tone, pitch and intensity. People will notice changes in your voice and may see them as signs of anger, frustration or fear.
6. Remember to take turns in the conversation. Other ways to have a good conversation are:
   - keep a topic going or change topics at the right time
   - ask and answer questions

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Form: D-5894 | Author: Sucheta Heble | Reviewed: 06/2018