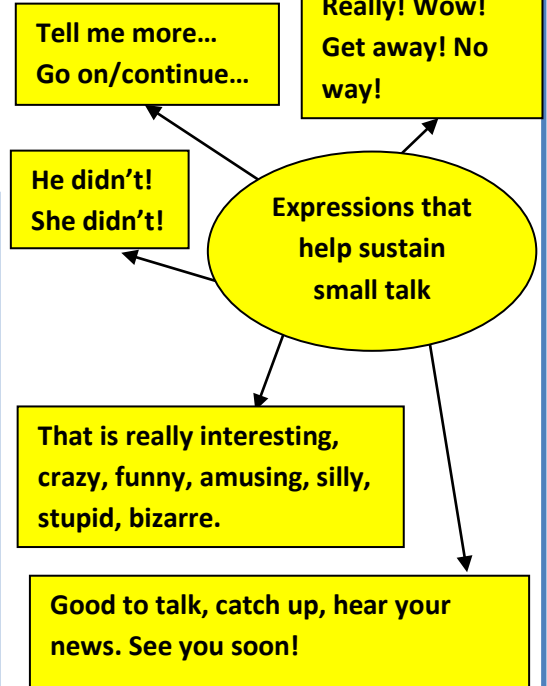




'Small talk' can be dismissed as superficial. However, the ability to speak in a light and positive manner about wider life, matters! It is a great way to warm up and freshen up the start of a virtual meeting.

The little sustaining words in small talk: These are short, sharp interventions that give the 'ball' back to the other speaker.



Phrasal verb	Our top 14 phrasal verbs which are useful in a small talk context
1) Bump into	To accidentally meet somebody.
2) Build up	To develop something over time, for example a professional relationship.
3) Catch up	To meet somebody, typically in a less formal context.
4) Count on	To rely/depend on somebody for support.
5) Call off	To cancel an arrangement/meeting.
6) Don't feel up to	To lack the required energy or motivation for a particular event.
7) Fix up	To organize an event/meeting.
8) Get along	To have a good relationship with somebody.
9) Hang around	To spend some time in a particular location.
10) Hit on	To suddenly have an idea or solution to a problem.
11) Look forward to	To anticipate a future event with enthusiasm.
12) Stop over	To visit somebody for a short period of time.
13) Take up	To accept an offer/invitation.
14) Work out	To find a successful solution to something.

Types of questions to give oxygen to small talk. Be open and curious, for example, 'what' or 'how' questions.

- What have you been up to...?
- How is it going...?
- How are things with you...?
- Have you seen the...?
- Keeping busy?
- What do you think about...?
- What are your thoughts on the...?
- What's up?
- When was that?
- What did you do...?
- What will you do next...?
- When are you free for lunch, a coffee...?

## Quote of the month

"I always try to turn the spotlight on the other person. The longer you keep it shining away from you, the more interesting he or she finds you." Leil Lowndes

**Remember!**  
Making small talk is like playing table tennis! Conversations should be short, sharp, dynamic, and interactive. This is not a time to tell your life history!



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