**SMALLTALK**

**PURPOSES**:

- establish common ground

- meet new people

- networking on a social level

**NON-PURPOSE**:

- sophisticated conversation about an important topic

**WHERE TO START**

Watch for body language, facial expressions and the way people are standing in a group to decide who might be easier to approach and who more difficult. You can usually see in people's faces and body language who is more open to communication and who is not.

easy-to-approach signals: smiling

making eye contact

relaxed atmosphere

open standing position

people who are standing alone but with positive signals

hard-to-approach signals: serious faces

no eye contact

intense/heated conversation

closed standing position

**HOW TO START**

Approach a person or group that seems welcoming, hope for the person/someone in the group to take note and say hello to you, and be prepared to initiate the conversation yourself if that does not happen.

With individuals: Hello, nice to meet you, I'm …

+ a question,

e.g. Who are you? How do you like the conference? …

With groups: May I join you?

+ (after possible introductions) listen to what the

group has been speaking about, then – once you know what the topic is – enter into the conversation yourself, too.