

Coaching The Coach

Spontaneous Conversation



Mastering the art of conversational speaking & improve communication

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Foreword

While some people may relish the opportunity to speak even if it is on an impromptu basis, there are others who would cringe at such a request. Those individuals would more likely need a certain amount of time to prepare material suitable for the speaking engagement. Get all the info you need here.



Spontaneous Conversation

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Chapter 1:

How To Be A Spontaneous Speaker

Synopsis

It is not impossible a feat to pull off, should the opportunity present itself and the individual is expected to step up to the challenge. The following are some guidelines that can be effectively used to help the individual confident in making a spontaneous presentation:



The Basics

The most ideal spontaneous presentation would most likely be based on topics that are relatively current and interesting. Therefore keeping abreast with the current events national and internationally will help the individual deliver a content rich presentation which would effectively portray the evident talents. People who take the trouble to stay well informed and well connected are usually popularly sought after speakers and presenters as they are usually able to garner the attention of those around easily and comfortably.

Making a conscious effort not to over think everything to be said is a good habit to form. However, this also should not be taken as an excuse to vocalize everything that pops into one's mind. Thinking before speaking is important, but over analyzing everything is rather boring and tedious. Being able to speak in a free flowing manner will help to create the engaging atmosphere that depicts success.

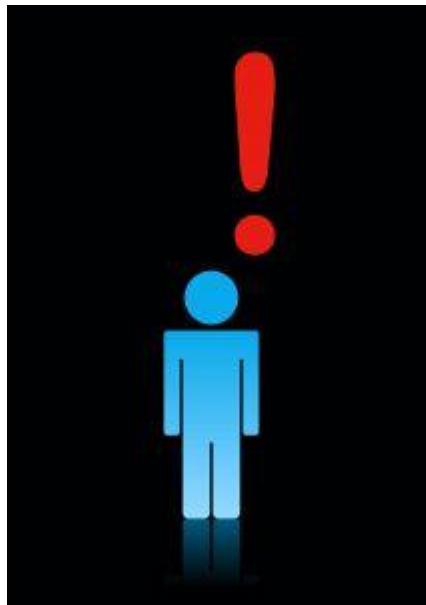
Being able to comfortably switch topics to keep the audience excited and engaged is also another successful trait of a spontaneous speaker. Therefore, it would be important to have a whole bunch of topic to pick from, that would be considered appropriate to the particular audiences' palate. This ability will also create the admiration that is pivotal to keeping the audience hanging on every word being spoken.

Chapter 2:

Knowledge Is Power – Learn & Read More From Newspapers, Mags, Internet

Synopsis

In any scenario, having and displaying some level of knowledge will help to garner the necessary interest and respect from those around to ensure the attention of the listening audience. Therefore, when making any references while discussing a topic, having the relevant accompanying knowledge will be definitely be a bonus.



The Power

The following are some tips on how to ensure the power of the speaker through using the tool of knowledge:

Depending on the circumstances and the topic being discussed, any contributions made to the conversation should be done in a manner that clearly shows the level of knowledge the individual is well and clearly equipped with.

Displaying such knowledge in the course of the conversation will create the ideal platform to woo the listening audience. However the individual should ensure the knowledge being imparted is both accurate and done so in an interesting delivery format.

Trying to impress the listening audience by speaking or presenting material that is full of technical jargon would be very unwise, if the listener is not savvy in this usage.

Therefore, although the individual will be perceived to have a good and sound knowledge base on the particular topic, the art of capturing the listener's attention would be defeated and definitely unsuccessful.

This would eventually force the listener to seek others to engage in conversation, rather than remain in the company of an individual

who so obviously is unable to connect through the conversation material used.

In the right and receptive setting, any display of knowledge would be able to capture and hold the attention of the listening audience. However, the individual should be very sensitive to the body language and attention span of the listener, when using this knowledge to make conversation. Any sign of disinterest should alert the speaker of the evident disinterest.

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Chapter 3:

Remarkable Tips To Introduce Yourself

Synopsis

Besides having “stage” presence, the individual should master the art of introducing himself or herself well enough to make an impression on the listening audience. This is important to ensure the audience attention is immediately captured and help.

First impressions made are usually harder to change, thus the importance of doing it effectively and effortlessly.

Therefore taking the time and effort to put the “best foot forward” in this sort of scenario is almost imperative in establishing the consequential developments. The following are some tips on how to make a remarkable and impressionable self-introduction:

Great Info

Whenever possible use the other party's name first in an introduction and if it is a group setting, then greet the group first. This is a polite way of getting everyone's immediate attention. Then the individual should mention his or her name, and if it is possible, mention it twice consecutively, doing so would be advisable to ensure it is clearly heard and registers in everyone's mind.

The body language and tone of voice used will give the introduction the necessary follow up impact, thus ensuring a clear and audible tone and a firm handshake and direct eye contact in featured into the introduction phase is important. The erect and confidence exuding posture adopted will also add positively to the equation.

Establishing some common ground would be the ideal next step, as it would conveniently draw the other party into a perceived "inner" circle platform. This will give the other party a feeling of comfort and respect, which the speaker seems willing to extend.

Most people would be very open and comfortable to this kind of inclusion and respond accordingly, thus creating the opening for the individual to facilitate the reason for the introduction in the first place.

Chapter 4:

Simple Strategies That Promote Conversations

Synopsis

With a little concerted practice and knowledge, anybody can become a good conversationalist. There are several ways to develop the various strategies that can be implemented if one wants to be a great conversationalist and exploring and mastering some of the strategies would be well worth the time and effort.



Easy Ways

The following are some simple strategies that can help the individual to introduce and promote a conversation smoothly and confidently:

Being comfortable with oneself is perhaps the most important strategy to master. People, who are comfortable with themselves, usually exude a certain level of confidence which is very obvious and attractive to others. Therefore, anything that is being said or done will receive the adequate attention it deserves.

Being polite and genuine is another attractive characteristic of a good conversationalist. Those who practice these traits will automatically be able to start a conversation and keep it going without too much effort, as the politeness and genuine elements will come across as an attention grabbing and attractive feature.

Being an attentive listener, is also another good strategy to adopt when promoting a conversation, as this will allow the individual to inject interesting and informative points at appropriate intervals in the conversation.

This is a beneficial strategy to master, as it will also give the listener a sense of value that their input is being considered throughout the conversation.

During the course of the conversation, the individual should consciously make an effort to focus on the listening audience and not allow the attention or even the gaze to wander or waver.

Total concentration would be taken to mean respect for the listener, thus effectively keeping the listening audience in rapt attention, which is the end product desired in any conversational exercise.



Chapter 5:

Speaking From The Heart

Synopsis

This particular style of presenting material has its own unique attractive feature that is usually able to effectively draw in the listening audience and keep their rapt attention.

This is even more effective if the subject matter and presentation has some level of emotional connection to all present.

The following are some very practical tips to help the intended speaker master the art of speaking from the heart:

Be Real

Most people are able to tell almost instantly if the speaker is being genuine or not, therefore this is a very important element to include in any presentation or conversation.

Being genuine in anything being said will be better received and simply babbling on about anything.

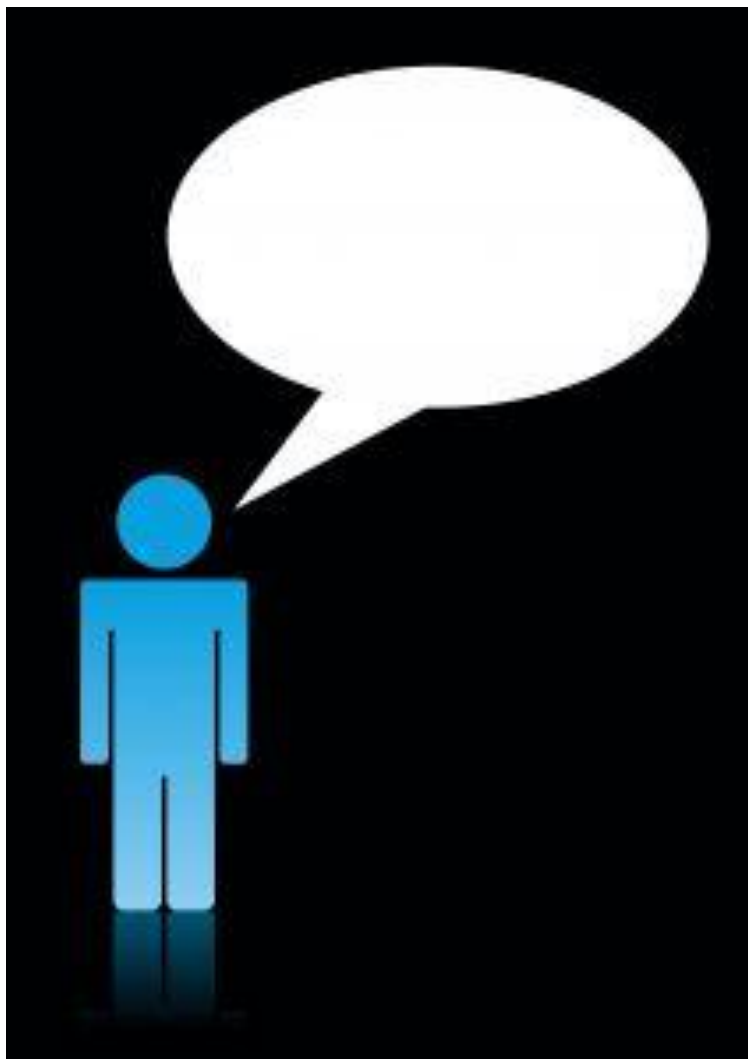
Injecting some level of personal feelings into the conversation is also another good element to master. However, care should be taken, not to get too emotionally involved, as this could end up working adversely, and turn the listening audience away or even worse offending someone with the overly emotional outburst or action.

Speaking with a sprinkling of emotion peppered into the conversation will definitely attract the listener to be more connected to what is being said.

If emotion is to be capitalized upon, then the feeling expressed throughout the conversation should be done in a tasteful manner. Speaking in a respectful manner yet injecting feelings into what is being put across, is more acceptable than being too casual and lackadaisical in the choice of words and tone.

Instead of coming off well, it may be perceived to be an offensive or condescending use of attitude and tone.

Anything being said should have some semblance of being logical. Illogical conversation content, will not give the individual a chance to establish any level of credibility, thus retaining the audience's attention may prove to be rather difficult eventually.



Chapter 6:

Learn To Be A Good Listener

Synopsis

While interactive talking is an important and integral part of keeping a good conversation going, listening also has a very important role to play. Without the important practice of listening, it would be very unlikely to make effective conversational contributions that are relative and attention grabbing.



Listen

The following are some tips to help the individual focus equally on listening in the quest to be an effective conversationalist:

Active listening is not about inward thinking, as the main focus should be shifted to what the other contributing parties are saying.

These lapses in the individual's vocal contributions to the topic being discussed, will give the individual a chance to process how his or her participation and contribution is being viewed by the other parties listening, based on their vocal contributions. This form of garnering feedback is both subtle and effective, thus the importance of effective listening.

Learning to physically and mentally control the urge to continue talking and dominating the conversation, is another way to force the individual to learn how to listen as opposed to only talk. In any point of an ongoing conversation, the individual should be able to identify when someone else would like to vocally contribute to the conversation, and giving them the opportunity to do so, would be respectfully acknowledging their presence.

Body language can also be used as a good indicator to the speaker, that the audience is listening intently and with rapt

attention. Practicing displaying the relevant corresponding actions in the body language such as nodding in agreement, keeping a relaxed yet suitably straight posture, maintaining eye contact are all different ways to show the characteristics of a good listener. These are all very encouraging to the speaker who would be looking out for these sign as he or she gauges the attention span of the listener.



Chapter 7:

Stop Bragging About Yourself

Synopsis

This is sometimes a very difficult element to control, as most people find a lot of satisfaction and confidence in talking about themselves and their achievements, without realizing that it is becoming increasingly boring to the listening audience. For some it may work, if there is a lot of excitement and emotion injected into the conversation based on the topic about themselves, however in general, choosing to speak only about oneself, would come off as bragging, and this is usually poorly received.



Quit

The following are some tips of how to direct the focus onto something or someone else to curb the temptation to talk about oneself, thus effectively putting a lid on the bragging urge:

Shifting the focus to the views of the listening audience is one of the tactics that should be adopted, as soon as the listening audience seems to have waivered in their attention span. Learning and mastering the art of getting others to add in their own opinions and views will help the individual from stifling the urge to continue talking about themselves and thus be perceived as bragging.

If the opportunity comes up to talk about a particular topic that the individual is particularly proud about, then after indulging for a few minutes about the experience, the individual can then open the discussion to others, with the enquiry about their experiences. This will immediately give the opportunity for someone else to speak, therefore effectively stopping the individual from contributing further into the conversation.

By always encouraging others to comment on the experience just mentioned by the individual, the focus is taken away, even if it is just for a few moments. This will effectively stop the individual from indulging in the natural exercise of bragging.

Chapter 8:

Easy Way To Start A Conversation

Synopsis

Sometimes there is a need to initiate the conversation in order to fill the uncomfortable silence of the lull in conversation. Being prepared to do so, will be advantageous to the individual who is interested keeping everyone happy and occupied.

The following are some very simple yet effective ways to start a conversation and keep it going until someone else takes the lead:



Start It Up

Introducing oneself and stating names is a good conversational opener. Following the opening with the general enquire of the other party's well being is appropriate, as this will give the individual an indication as to the receptiveness of the other party.

Another good conversational starter would be to enquire of the other party's current endeavors and experiences such as holidays, works, kids, homes and any other topic that would encourage some feedback to continue the conversation.

Once this feedback or response is given, the individual will then be able to venture further into the conversation using material provided by the other party. This is a good way to keep the conversation alive, and ensure participation of all parties.

Topics can be introduced depending on the circumstances and surroundings. Making observations and then including others in the observation exercise would encourage everyone to participate by giving their views or opinions anything and everything.

Other great conversational openers would include enquiries about the other person's hobbies, beliefs, views on a particular topic, suppositions and anything that the individual has some basic knowledge about.

In doing so the individual will be able to ensure he or she will also be able to contribute to the conversation in an informed manner rather than just spewing off words that have no substance.

Complimenting the other party is also a good conversational starter. Most people enjoy receiving compliments and usually respond favorably.



Chapter 9:

Handle Criticism Smartly

Synopsis

Handling criticism is often a very difficult thing to do, and this is more so if the criticism is coming from a new acquaintance.

The confident individual will usually be able to courteously accept the criticism and move on to focus on other issues, but for the less confident individual, this can cause them to stall in the conversation and even avoid further vocal contributions.

The following are some practical steps an individual can fall back on, when handling criticism smartly:



Be Wise

When being criticized, the almost instant reaction would be to justify the comment further and taking on a defensive stand on the matter. However a wiser course of action would be, not to comment immediately, but to allow some space for feelings to settle and adjust accordingly, before any comments are given.

Another good habit to form is to really listen to the criticism mentioned and then seek to understand its basis. This will not only impress the person criticizing, but will also make the otherwise potentially tense situation more relaxed. This gives power to both the speaker and the listener to handle the matter diplomatically and unemotionally. Seeking to understand the criticism, may also help to foster respect from the speaker and perhaps even feel a certain amount of remorse for making the negative assumption of the receiving party.

Not allowing the criticism to bother or negatively impact the individual in any way is also encouraged. Being able to with stand criticism is a good trait to develop, as there are very few people who are so perfect at what they do and say that criticism is not forthcoming in some way. Moving on without acknowledging the criticism will allow the matter to rest without fueling the flames further. Some people take delight in inciting trouble through criticism, thus ignoring this negativity may be a good course of action.

Chapter 10:

Asking For What You Want

Synopsis

Being direct and asking for something particular, is often an action most people don't seem to be able to do. This is probably due to a variety of reasons but in not being able to do so, the individual will most likely not get what they want anyway. So learning to decisively ask for something is well worth the effort.

The following are some tips on how to ask for anything decisively:



Succeed

Being well prepared with suitable and accompanying arguments would be beneficial when trying to speak convincingly about a request. When the request is followed with good and sound argument contents, it will show the commitment and seriousness of the individual, thus allowing little room for a refusal.

Displaying a high level of being focused on the getting the request approved or granted will also show the individual's steadfast attitude which would be hard to decline. Most people who are really focus of getting something, rarely back down until the focus of their request is unconditionally granted.

Being bold and clear in the request is also something that will help the individual eventually get what he or she is looking for.

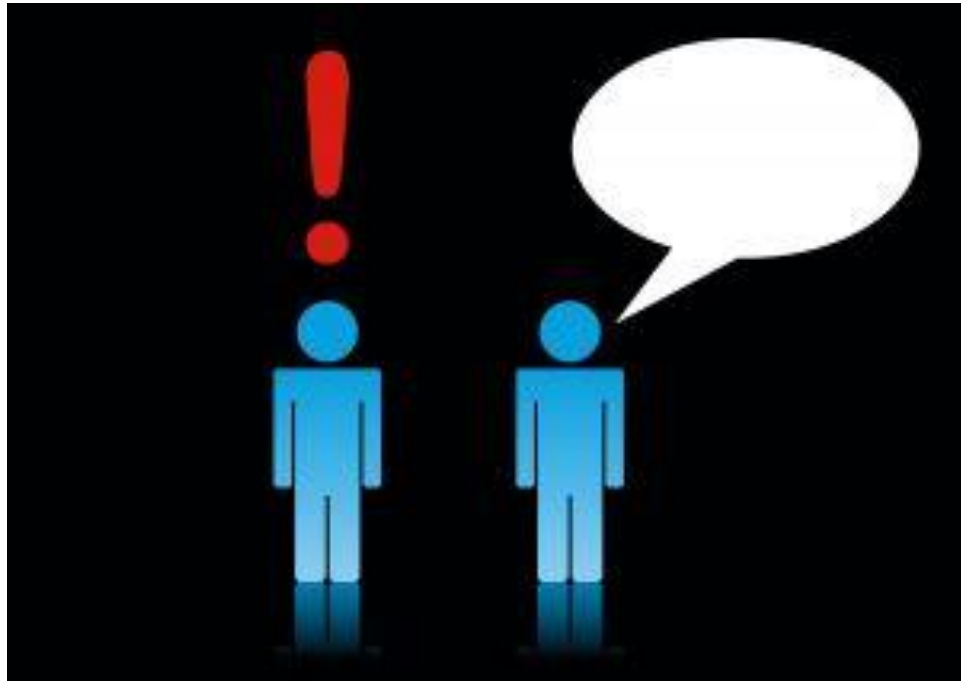
The tone and the body language used should ideally display the firmness of the individual making the request, thus deflecting any possibility of being turned down.

Often people underestimate the importance of tone and body language when it comes to being forceful about a request.

Ensuring the request is made without any hint of hesitation, will also convey the message to the other party, that anything

less than requested would not be acceptable. Any hesitation will provide a window of opportunity for an argument; therefore it will be noted as a weakness. Requesting without hesitation and adding boldness into the equation will definitely help the individual get what is being asked for.

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Wrapping Up

Hopefully this book has put you on your way to having and starting good conversations which is your first step to being a life coach.

