

# Conversation Skills Worksheet

## Personal Information

Name:

Age:

Sex:

Date:

## Instructions

Improving conversation skills is essential for building relationships and navigating social situations effectively. This worksheet is designed to help you develop your conversational abilities through reflection and practice.

### I. Self-Reflection

1. **Conversation Analysis:** Think about a recent conversation you had with a friend, family member, or acquaintance.

2. **Identifying Strengths and Weaknesses:** Consider your strengths and weaknesses in conversations. List at least three things you believe you do well in conversations and three areas where you would like to improve.

## II. Practicing Conversation Skills

1. **Role Play:** Choose a scenario from the following options or create your own. Role-play the scenario with a friend, family member, or even in front of a mirror. Pay attention to your body language, tone of voice, and choice of words.

Asking someone to hang out

Making small talk with a new classmate or coworker

Resolving a disagreement with a friend

Asking for help or advice

Giving a compliment sincerely

Responding to someone who is upset or sad

2. **Active Listening Exercise:** Practice active listening by having a conversation with a partner. Your partner will talk about a topic of their choice for 2-3 minutes while you listen attentively without interrupting. Afterward, summarize what they said and ask follow-up questions to demonstrate your understanding.

## III. Setting Goals

1. **Goal Setting:** Based on your self-reflection and practice, set specific, achievable goals for improving your conversation skills. Consider setting both short-term and long-term goals.

2. **Action Plan:** Outline the steps you will take to achieve your goals. This could include practicing active listening daily, joining a club or group to meet new people, or seeking feedback from trusted friends or family members.