

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.