

Name: _____
 Student Number: _____
 Date: _____

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Conversation Sheet

Step	Casual English	Response
1. Greeting (Hello.) (Good morning.)	Hi. Hey. Hello. Morning/Evening.	Hi. Hey. Hello. Morning/Evening.
2. Small Talk (How are you?) (What's new these days?)	How's it going? How's <u>school/your family/your test/etc.?</u> What's new? What's up? Good to see you again.	Pretty good. Not bad. Pretty bad. Nothing much. Well, <u>today I have a test.</u> Yeah, you too. Good to see you too.
3. Introducing the Topic	So, <u>tell me about yourself?</u> By the way, <u>do you want to go to the movies?</u> (Changing the topic.) What do you think? How 'bout you?	I'm from Hamamatsu. I have a <u>part-time job in a restaurant, etc.</u> <u>How about you? Do you have a part-time job?</u> I think _____. I agree/disagree because _____. Could you explain more?
4. <u>Re-Introducing the Topic</u>	Don't you think so?	
5. Finishing (Good bye.)	Oh, sorry <u>I have to go now.</u> <u>gotta run. Nice talking to you.</u> See you.	Okay, see you/see you around. Bye. Take care. Later. Talk to you soon.

Follow-up questions.
 (Who? What? Where? Why?
 When? How? Which?)
 How about you?

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 How about you?
 DEEPER INFORMATION

Steps 3&4 are very important.
 Ask follow-up questions to keep the conversation moving.

Please remember to ask many follow-up questions to learn as much as possible about your partner.

The general 5-step outline of this conversation sheet taken from “Tools for Increasing Proficiency in Speaking, Book 1” Duane Kindt and Cheryl Barnard, Nagoya University of Foreign Studies, v2009. Expressions and variety of emphases have been changed within the original 5-Step format to suit my own teaching objectives.