Hello!

I hope that you had a good break.

Below is a start on the work for the third video. Let me know what you think. It may be a bit of a repeat from the last one. I can also add more, as needed.

I will start on the listening videos next.

Thanks! I am around this week if you need to get a hold of me. My cell is 515-210-4946.

Thanks!

Sarah

1. What the experts say

"You never get a second chance to make a first impression" - author unknown

Meeting new people is an exciting opportunity to make new connections and to learn about our world. It can also be challenging and a little frightening. Remember that you have much to offer each conversation and that you also have much to learn. When having a conversation, think about what you already know about the topic and what you would like to learn. Also, pay attention to what the person is saying and how they are saying it. Finally, keep the conversation going by asking good questions.

Nonverbal Communication - We are sending and receiving messages without even saying a word. We make judgments about others by just looking at them and the way they move. We want to make sure that our faces and bodies are sending the messages that we want to communicate.

- Examples of Nonverbal Communication

Facial Expressions - eye contact, smiles and eye movement
Posture and other Movements - how a person stands and holds their body
Gestures - hand movements (or lack of movements)
Touch - contact between people
Space - amount of distance between speakers
source:http://www.buzzle.com/articles/nonverbal-communication-examples.html

Understanding body language with the help of these nonverbal communication examples may take a while. To pick up nonverbal cues requires you to watch out for them intently, and also learn how to complement the right cues with the spoken word, so that you don't give out the wrong message. Once you are able to do that, you will definitely minimize the chances of misconceptions and misunderstandings about others, and yourself.

Open Ended Questions - The goal of a conversation is to exchange ideas and to keep the discussion going. If the person we are talking to only gives "yes" or "no" answers, the conversation won't move very far. It is best to use "open ended

questions" that allow the person to explain their answers and also allow you to respond to their points. Here are some examples of possible questions to use.

- **Examples of Open Ended Questions**
    - How can I help you?
    - Tell me more about…
    - Could you help me understand…?
    - What are advantages and disadvantages about (subject matter/topic)…?
    - What is the next thing you will do if…?
    - Why? Why not? (after asking a closed ended question usually started with "Did")
    - How would you know if…?
    - What do you feel about (subject matter/topic)?
    - What do you think about (subject matter/topic)?
    - Tell me what you think about…
    - How do you plan to...?
    - Better Conversations with Open Ended Questions

  source: http://www.exforsys.com/career-center/questioning-skills/open-ended-questions.html

2. A review of the main information presented in the video
   - Background
     - Use resources such as posters, flyers, webpages and other printed items to help you gather information
     - Ask questions to get background information
     - Listen to others to gather the information you need
     - Think of questions to ask to help you learn more about the subject
   - Verbal/Nonverbal
     - A person's tone of voice can help give information about their attitude about a topic - if they are excited they may talk quicker or louder or they may pause often if they are uncertain
     - Pay attention to the body language of the person with whom you are speaking
     - Look for facial reactions from other speakers
     - Be sure that the verbal and non-verbal messages that you are sending support your attitude and interest
     - Different cultures do use different non-verbal cues - be sensitive to differences in background as you communicate with others
   - One-on-one conversations
     - Look the person that you are talking to in the eye
     - Pause and listen to their points and ideas
     - Use questions that can't be answered in just one word in order to keep the conversation going
     -
3. Thinking with my family and friends

Role Play - Practice by having a conversation with someone in your family about your day. Surprise them by asking questions about their day or by giving complete answers to

4. Thinking on my own

When having a conversation it is helpful to make connections with the person and to try to find what you have in common. Try to use open questions that don't just require yes and no answers. Ask questions that build on the information that you have learned.

Sample Introductory Conversations

Positive Example:
Jose - Hi, my name is Jose and I think that we are in the same science class.
Jordan - Yes, you're right. I'm Jordan. I'm new here. How long have you gone to school here?
Jose - This is my second year. How about you?
Jordan - I just move here from San Diego.
Jose - That is cool. It isn't easy being new, I know that.
Jordan - What advice do you have for a new kid?
Jose - Well, this is a great school. I would suggest getting involved in an activity to get to know people. What types of things did you like to do in your old school?
Jordan - I was a member of the debate team and I also ran cross country. What activities do you do?
Jose - I am on the debate team and I am also a part of a mentoring group that works with younger students.
Jordan - Could you tell me about the debate team?
Jose - Sure.

Negative Example:
Jose - Hi, my name is Jose. Who are you?
Jordan - I am Jordan.
Jose - Are you new?
Jordan - Yes.
Jose - Did you just move here?
Jordan - Yes.
Jose - Have you gotten involved in any activities?
Jordan - No. Do you do activities?
Jose - I am in two groups.
Jordan - I see.

The second conversation doesn't offer much information so it is hard to build a strong conversation. Soon both students may loose interest in the discussion without finding out what they have in common or what they can learn from each other.

Listen to the types of questions that are asked in interviews or news stories. Think about the positive strategies that are used to move the conversation forward.
When you are reading, pay attention to strong examples of good dialogue and conversations between characters. Think about how these conversations help you learn about the characters in your books.

5. Extend my thinking.
 - Websites

I am sending you some sites that I have found to look over.   Here are a couple that I found and/or have used in regards to conversations and non-verbal communication.

Help Guide - Information about reading nonverbal communication.
http://www.helpguide.org/mental/eq6_nonverbal_communication.htm

E-How - Different cultures attach various meanings to gestures and expressions
http://www.ehow.com/info_7948300_nonverbal-gestures-cultural-differences.html

E-How - A clear site about having a good conversation
http://www.ehow.com/how_2032640_have-great-conversation.html

Livestrong - More tips for having a conversation for kids
http://www.livestrong.com/article/515387-five-tips-on-conversation-skills-for-kids/

App - Conversations - This app can help practice having a conversation in a fun way - with your computer!
        SpeakLine - Type in a question and this app will say it to you so that you can then practice responding.

Breaking the Ice
Supplementary Resources
Sarah Shafter

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3. Thinking with my family and friends

Role Play - Practice by having a conversation with someone in your family about your day. Surprise them by asking questions about their day or by giving complete answers to them when the ask, "How was your day." Avoid one-word answers such as "good" or "OK" or "fine." When you have finished the conversation, see how many things you remember from your discussion.
Check out this website for ideas for dinner table conversations: http://casafamilyday.org/familyday/tools-you-can-use/conv-starters/

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