Many a big moment, whether social, business or personal, may come to a sad end just because you talked too much, too little, or said too many of the wrong things!

Good conversation involves the following factors: a pleasing voice, good diction, skill and ease in the use of words, background knowledge, an eagerness to learn, a variety of interests, the ability to listen actively, a liking for people, a positive self-concept, and the ability to read body language.

Mark each of the following statements according to the way you evaluate your conversational skills.

	ALWAYS	USUALLY	SOMETIMES	NEVER
1. I monopolize conversation.				
2. I think of myself as an interesting conversationalist.				
3. I frequently talk about matters of which I know very little.				
4. I admit I don't know a lot of things.				
5. I value the opinions of others.				
6. I avoid using slang.				
7. My grammar is poor.				
8. I read body language of others to get clues to their attitudes and interests.				
9. I talk continuously.				
10. I talk very little.				
11. I talk about myself all the time.				
12. I am sensitive to the feelings of others.				
13. I tell only clean jokes.				
14. I know when a conversation is over.				
15. I am a good listener.				
16. Others like to confide in me.				
17. I look people in the eye when talking.				
18. I forget people's names.				
19. My disinterest in others is apparent.				
20. I tend to have opinions and am willing to state them.				
21. I don't debate.				
22. I avoid swearing.				
23. I have an abundant vocabulary.				
24. I don't interrupt or finish another's sentence.				
25. I have a pleasant speaking voice.				
26. I remain relaxed and calm.				
27. I keep retelling the same old stories.				
28. I express many negative thoughts.				
29. I try to avoid arguments.				
I don't use worn-out phrases.				