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| Communication Skills: Turn-taking and Interrupting |
| In a conversation, two or more people take turns speaking. When we are the speaker, we use different ways to signal to the listener that we are finished speaking and it is now their turn. We do things like:* Stop talking.
* Pause and look at the listeners to see if they want to talk.
* Ask a question to a listener.

It is our job as the speaker to make sure that we share the talking time with the other people in the conversation.When we are a listener we can tell the speaker we want to talk by:* Making eye contact.
* Taking a breath to get ready to speak.
* Opening our mouths to get ready to speak.

Getting into conversations is sometimes difficult. We have to be fast with our words and thoughts. This is not always easy if we are not speaking your first language. In the end, if the speaker doesn’t notice that we want to talk, we have to interrupt them. There are three ways to interrupt someone.* Wait until the speaker stops to breathe and then start talking.
* Wait until the speaker is just about finished their sentence and then start talking.
* Just start talking and hope that the speaker stops talking.

We also use specific phrases to interrupt the speaker:* If I can interrupt…
* If I could interrupt…
* If I could say something here….
* Sorry to interrupt but…
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*A. In a group of four spend ten minutes discussing one or two of the topics listed below. Interrupt each other if necessary, to get into the conversation.*

1. The best movie you have seen recently.

2. The most interesting book you have read.

3. The most exciting place you have visited.

4. The person you look up to the most.