

DEBRA FINE Presents:

THE
Fine
Art
OF
SmallTalk

*Make every
conversation
an opportunity
for success*

*How to start
a conversation,
keep it going, build
rapport — and leave
a positive impression*

C o n t e n t s

Compact Disk One — 56:01

Track 1	Introduction and overview	10:40
Track 2	Debra will teach you a series of techniques that will help you overcome your fears and move from being a passive bystander to an active participant in the wonderful art of conversation	10:31
Track 3	Five ways to use the most important word in the art of conversation — The Name	10:32
Track 4	How to approach people and introduce yourself at events, parties, and meetings	6:19
Track 5	Proven techniques for engaging others in conversation	14:38
Track 6	Debra Fine's personal collection of icebreakers	3:24

Compact Disk Two — 59:30

Track 1	Preparing yourself to participate fully in a conversation and why it's up to you to "keep on digging"	6:19
Track 2	Dealing with casual acquaintances with composure and confidence	5:31
Track 3	Four sources of "free information" you can use enliven and maintain your small talk	14:37
Track 4	A fun and revealing Listening quiz	9:56
Track 5	Three essential Listening Skills that will make you a more attentive and responsive conversationalist	6:07
Track 6	9 common conversation killers and how to deal with them	17:01