**10 Ways to Show Respect: Master the Art of Conversation**

http://readytofeedback.com/?p=66

1. **Listen**, really listen without interrupting.
2. Make **eye contact** (not piercing eye contact… make sure it’s comfortable for the other person).
3. Validate what was said by **repeating back** in your own words.
4. **Focus** on what is being said: don’t think of what you will say next.
5. If you need to take notes, **ask for permission** before your conversation starts.
6. Find an item that you agree with and **tell them you agree** with them.
7. When you don’t agree, **ask questions** to help clarify or validate your intuition.
8. **Show interest** in what is being said (**nod**, make eye contact, **smile**, ask questions).
9. Present your point of view as “**another way of looking at things**”.
10. **Ask their** **opinion**.