

3 Rewrite the sentences using the Second or Third Conditional forms.

0. *I think he wasn't able to convey his message properly. That's why the students misunderstood the message.*

If he had been able to convey his message properly, the students wouldn't have misunderstood the message.

1. I couldn't get up early, so I missed the first lecture.
2. My Internet connection is weak. I cannot send this file.
3. You drain all your energy in social media. That's why you feel tired in real life conversations.
4. Her feelings seemed inauthentic, so no one believed her.
5. You never stay focused during the conversation. That's why you fail grasping the main message of the talks with your mentor.

4 Read the text and decide which answer (a, b, c or d) best fits each gap.

Conversation is an important social 0) c skill, but the art of conversation is about going beyond good 1) ★★. Here are some tips if you want to master the art of conversation.

1. **Clean Up Your Talk:** It is not only about 2) ★★ dirty words but also cleaning up the ideas you communicate. In other words, it is about getting rid of the excessive details. When you 3) ★★ yourself, share only the important details, especially when you have a limited time. As you probably have noticed, intelligent, successful people can say a lot of things in a shorter amount of time.
2. **At First, Assume That You DON'T Understand The Other Person:** A basic technique of conversation is to always 4) ★★ to understand the other person. However, when you think that you don't understand, you force your 5) ★★ to find hidden but fascinating details about stories, ideas or whatever the other person is sharing. They're more interesting than anything else that's being said, but you can easily miss out on them if you quickly assume that you get it.
3. **The Art Of Conversation Can Be Rehearsed:** Some very skilled people in conversation tell stories very well and 6) ★★ their messages brilliantly. In most cases, they've already rehearsed all those stories, expressions and arguments.

If you'd like to be like them, 7) ★★ being prepared and even rehearsed. Even better, whenever you like a new idea or story, quickly imagine how you can tell it to others and rehearse it in a way that will allow others to enjoy it as much as you do.

0.	a. talent	b. interest	c. <u>skill</u>	d. interest
1.	a. communication	b. message	c. converse	d. understanding
2.	a. using	b. avoiding	c. grasping	d. misreading
3.	a. infect	b. understand	c. entertain	d. express
4.	a. try	b. fail	c. pretend	d. spark
5.	a. gestures	b. feeling	c. mind	d. emotion
6.	a. understand	b. distort	c. grasp	d. convey
7.	a. learn	b. consider	c. know	d. think