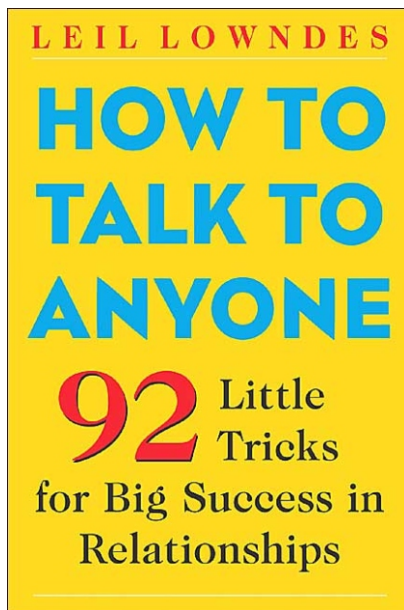


How to Talk to Anyone

92 Little Tricks for Big Success in Relationships

By Leil Lowndes; McGraw-Hill, 2003

BOOK FOR THE WEEK:



Have you ever met those successful people who always seem to have everything work their way? It's like they have a bag of tricks, Midas touch or special magic that works every time they want it to. They are so well-liked by others and have the ability to turn friendships into very meaningful relationships, difficult clients into profitable partnership, customers into closed deals, jobs into promotions, and so on.

Leil Lowndes reveals in her book, "How to Talk to Anyone,"

the tricks in these successful people's bags. Lowndes enumerates ninety-two of these tricks that you can apply everyday. She emphasizes that some of these tricks are already in your bags-- you just don't know how to effectively use them. In "How to Talk to Anyone," Lowndes gives you tips on how to make these tricks work for you and help you become the successful person that you are supposed to be.

[read the summary](#) ➔

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Part 1: How to Intrigue Everyone Without Saying a Word: You Only Have Ten Seconds to Show You're a Somebody

Technique #1: The Flooding Smile

Make your smile magically different during first time meetings. Instead of flashing an immediate smile when you greet some one, try the “flooding smile.” Look at the other person's face, pause for a second, then let out a big warm smile. This looks warm and genuine to the other person.

Technique #2: Sticky Eyes

Maintain eye contact with the other person even when he or she is finished speaking. Then look away ever so slowly if you have to. This makes you appear intelligent and insightful.

Technique #3: Epoxy Eyes

Make someone fall in love with you through “epoxy eyes.” Keep looking at your target person, even if it is already somebody else who is speaking.

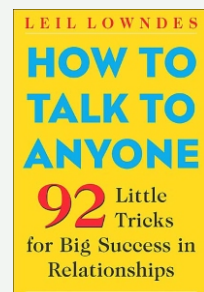
Technique #4: Hang by Your Teeth

Have a straight posture, heads-up and confident smile every time you walk into any door. This “hang by your teeth” posture makes you look like a big winner everywhere you go.

Technique #5: The Big-Baby Pivot

Give everyone you meet The Big-Baby Pivot. Throw that warm smile coupled with a 100% body-turn. This makes that person feel like he or she is very, very special. And makes you win their heart because you touched their “inner infant.”

ABOUT THE BOOK:



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Technique #6: Hello Old Friend

Make someone feel like an old friend for a dynamic first impression. Imagine that the person you are meeting is a long lost buddy and appear to be very excited to see him/her.

Technique #7: Limit the Fidget

Be credible in other people's eyes by not fidgeting or twitching during your first meeting. And keep off that hand near your face.

Technique #8: Hans's Horse Sense

Read other people like you have ESP. Keep an eye on how they react while you talk and express yourself. Then plan your moves accordingly.

Technique #9: Watch the Scene Before You Make the Scene

Practice being the Super Somebody you envision yourself of becoming before the final scene. Stand straight, smile warmly, and shake hands with flooding smile. Visualize yourself as that Super Somebody. It will eventually come out naturally.

Part 2: How to Know What to Say After You Say “Hi”

Technique #10: Make a Mood Match

Survey the mood of your listeners through their voice tone, and make sure to match yours before you open your mouth.

Technique #11: Prosaic with Passion

Create a passionate delivery of your words. This makes you look like you have a great personality no matter what you are saying.

Technique #12: Always Wear a Whatzit

In a gathering, wear something that will make people wonder and ask you “What is that?”

Technique #13: Whoozat

Simply ask the party giver to make the introduction that you can immediately turn into icebreakers. This is an effective way to meet the people you want to meet.

Technique #14: Eavesdrop In

To break into a tight crowd, eavesdrop into group conversations and sneak in a comment.

Technique #15: Never the Naked City

When someone asks you “Where are you from?” reply with engaging facts about your hometown—never with a one-word answer.

Technique #16: Never the Naked Job

When someone asks you about your job, throw some delicious facts about your job first—never a one word title like “economist” or “engineer.”

Technique #17: Never the Naked Introduction

Be creative when introducing people. Elaborate and keep your listeners interested.

Technique #18: Be a Word Detective

Fish for a subject that interests the other person and expound on it. This resuscitates a dying conversation.

Technique #19: The Swiveling Spotlight

When you meet someone, imagine a giant revolving spotlight that focuses on you when you talk and on the other person when he or she talks.

Technique #20: Parroting

Repeat the last few words your conversation partner says. This keeps you from being speechless during your meeting.

Technique #21: Encore!

When you are in a meeting or a group, remember the stories the other person told you then ask that person to share it to the group. This is an effective way to slip away if you want to.

Technique #22: Ac-cen-tu-ate the Pos-i-tive

Always remember to accentuate the positive and eliminate the negative during first meetings.

Technique #23: The Latest News . . . Don't Leave Home Without It

Remember, anything that happened today is good material. This helps you always have something interesting to say.

Part 3: How to Talk Like a VIP**Technique #24: What Do You Do—NOT!**

Don't ask about what others do. Just dig in the conversation and discover without asking.

Technique #25: The Nutshell Résumé

Wherever you go, pack a nutshell about your own life to work into your communications bag of tricks.

Technique #26: Your Personal Thesaurus

Look for common words you use every day in the thesaurus. Then use them in conversations. This makes you sound smarter than you already are.

Technique #27: Kill the Quick “Me, Too!”

Do not volunteer your similarities with the other person. Let them discover it for themselves during the conversation.

Technique #28: Comm-YOU-nication

Grab your listener's attention by starting your every appropriate sentence with “you.” This helps you gain respect and affection.

Technique #29: The Exclusive Smile

Grace each person with a distinct smile when meeting groups of people. You make them feel like you don't just smile at anybody.

Technique #30: Don't Touch a Cliché with a Ten-Foot Pole

Don't use any clichés when chatting with big winners. This makes you look like a jerk. Be on guard.

Technique #31: Use Jawsmith's Jive

Quote famous people's notable lines. This helps enhance your conversation.

Technique #32: Call a Spade a Spade

Big winners tell it like it is. Don't hide behind euphemisms. Call a spade a spade.

Technique #33: Trash the Teasing

Never make a joke at somebody else's expense. This is the world's worst conversational habit.

Technique #34: It's the Receiver's Ball

When giving bad news, deliver it according to how the receiver will take it and not according to how you feel about the bad news. This makes them like you all the more.

Technique #35: The Broken Record

Repeat exactly the previous response you gave when you are asked with a question that you don't want to answer.

Technique #36: Big Shots Don't Slobber

When chatting with a celebrity, don't compliment his or her work, simply say how much pleasure or insight it's given you.

Technique #37: Never the Naked Thank You

Always say "thank you for..." never just "thank you."

Part 4: How to Be an Insider in Any Crowd: What Are They All Talking About?

Technique #38: Scramble Therapy

Scramble your life once a month. Try something you have never tried before. This helps you become a modern-day man.

Technique #39: Learn a Little Jobbledygook

Jobbledygook is the language of other professions. Learn this by asking friends of other professions or hobbies and learn their lingo.

Technique #40: Baring Their Hot Button

Learn the industry buzz. This makes you look like an insider in any crowd.

Technique #41: Read Their Rags

You can dish up more information than you'll ever need to sound like an insider with anyone just by reading the rags that serve their racket.

Technique #42: Clear "Customs"

Learn about the country you wish to visit before putting one toe on their soil. This makes conversation easy and safe when you are in foreign land.

Technique #43: Bluffing for Bargains

Survey first from other stores about the thing that you want to buy so you can avail of the "insider's price."

Part 5: How to Sound Like You're Peas in a Pod: "Why, We're Just Alike!"

Technique #44: Be a Copyclass

Watch carefully the person you are talking to and copy his/her movements. That person would think that you are of the same class. He or she will feel real comfortable with you.

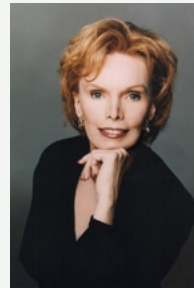
Technique #45: Echoing

Echoing back the speaker's tone of voice makes them feel like you're "family."

Technique #46: Potent Imaging

Weave images into your words that are related to your listener's lifestyle. If that person is into boating, mention words like "keep afloat."

ABOUT THE AUTHOR:



Bestselling author of *How to Talk to Anybody About Anything*, Leil Lowndes gives exhilarating presentations which make "even the walls want to break loose and talk to each other." She is an internationally acclaimed communications expert and author of five books who coaches top executives of Fortune 500 companies and front line employees to become "Fearless Communicators." Even seasoned sales professionals and top executives who have "heard it all" are thrilled with her fresh insights and unique material. Leil's audiences discover the subliminal sales signals and subconscious interactions that take place in every encounter. Participants leave with dozens of "take home techniques" they can start using immediately to boost their credibility and connection with people.

In addition to engrossing audiences on hundreds of TV and radio shows including "Good Morning America," "Sally Jessy Raphael," and frequently "CNN Business," Leil's work has been acclaimed by *The New York Times*, the *Chicago Tribune* and *Time* magazine. Her articles have appeared in professional journals and popular publications such as *Redbook*, *New Woman*, and *Psychology Today*. She is recipient of the Jesse H. Neal editorial achievement award for business writing and an honorary Ph.D. from Templeton University for her work in communications. Leil's high-energy audience-involvement keynotes and seminars leave audiences laughing and loving every minute of the time they spend learning.

To know more about the author, go to: <http://www.lowndes.com/>

Technique #47: Employ Empathizers

Don't be an unconscious "ummer." Vocalize complete sentences to show your understanding.

Technique #48: Anatomically Correct Empathizers

Use your eyes, voice, or touch just to make your listeners feel and see that you empathize with them.

Technique #49: The Premature WE

Use magic words like we, us and our.

Technique #50: Instant History

When you are with a person you'd like to make part of your personal or professional future, look for special moments together and make that your Instant History.

Part 6: How to Differentiate the Power of Praise from the Folly of Flattery

Technique #51: Grapevine Glory

Use tell-a-friend when you want to compliment someone. This is more effective.

Technique #52: Carrier Pigeon Kudos

Instead of being a carrier pigeon of bad thoughts (gossip), be a carrier pigeon of good thoughts.

Technique #53: Implied Magnificence

Throw a few comments into your conversation that presuppose something positive about the person you're talking with.

Technique #54: Accidental Adulation

Sneak compliments into your sentence ever so stealthily. It makes them focus on the compliment and temporarily deaf to anything that follows.

Technique #55: Killer Compliment

Look the person in the eye. Say his name and blurt out that killer compliment. This makes them never forget you.

Technique #56: Little Strokes

Let others know how much you appreciate them through words like: "Well done!", "Cool!", "Nice job!"

Technique #57: The Knee-Jerk "Wow!"

Quick as a blink, you must praise people the moment they finish a feat.

Technique #58: Boomeranging

Like the French, quickly murmur something that expresses "That's very kind of you." Let the compliments boomerang to you.

Technique #59: The Tombstone Game

Ask the important people in your life what lines they like engraved in their tombstone. Remember this and blurt this out at the most unexpected yet appropriate moment.

Part 7: How to Direct Dial Their Hearts

Technique #60: Talking Gestures

When on the phone, replace your gestures like smiles and nods with talk.

Technique #61: Name Shower

During phone conversation, mention the name of the person you are calling more often than usual. This makes you sound close, even if you're hundreds of miles away.

Technique #62: "Oh Wow, It's You!"

Answer your phone professionally and crisply at all times. Then after knowing who is calling, let out a huge smile and sound happy that he/she called.

Technique #63: The Sneaky Screen

If you must screen your calls, instruct your staff to first say cheerfully, "Oh yes, I'll put you right through. May I tell her who's calling?", before turning the person down.

Technique #64: Salute the Spouse

When calling someone's home, always identify and greet who answers. When calling the office, make friends with the secretary.

Technique #65: What Color Is Your Time?

Give importance to timing when calling someone. Always ask, "Is this a convenient time for you to talk?"

Technique #66: Constantly Changing Outgoing Message

Leave short, friendly and professional outgoing message on your telephone. No music or fancy background. And change it everyday.

Technique #67: Your Ten-Second Audition

While dialing, clear your throat. And once you hear the beep, use that time as your Ten-Second Audition to prove you are worthy of a quick callback.

Technique #68: The Ho-Hum Caper

Use “he” and “she” whenever you call a VIP. This makes their secretary think that you are buddies with their boss. Try saying, “Hi, Bob Smith here, is she in?”

Technique #69: “I Hear Your Other Line”

When you hear a phone in the background, ask whether she has to attend to it. Whether she does or not, she'll know you're a top communicator for asking.

Technique #70: Instant Replay

Record all your business conversations. Listen to them and review what subtleties you missed that you can correct next time.

Part 8: How to Work a Party Like a Politician Works a Room: The Politician's Six- Point Party Checklist

Technique #71: Munching or Mingling

When in parties, never hold food or drink as this becomes a great hindrance to the person you are speaking with. Like politicians, chow first before you mingle.

Technique #72: Rubberneck the Room

According to Lowndes: “When you arrive at the gathering, stop dramatically in the doorway. Then s-l-o-w-l-y survey the situation. Let your eyes travel back and forth like a SWAT team ready in a heartbeat to wipe out anything that moves.”

Technique #73: Be the Chooser, Not the Choosee

While in a party, do not stand around just waiting for a special moment to meet who you want to meet. That time will come. Meet others first.

Technique #74: Come-Hither Hands

When standing at a gathering, make sure that your arms and hands are open. This, subliminally, lures people to you.

Technique #75: Tracking

Like an air-traffic controller, track the tiniest details of your conversation partners' lives. Refer to them in your next conversation like a major news story.

Technique #76: The Business Card Dossier

Take note of the things about the people you've talked to in any party. In your next communication, toss off any information related to or with importance to him or her.

Technique #77: Eyeball Selling

Set the hidden cameras behind your eyeballs to pick up on all your customers' and friends' signals. Then plan your pitch and your pace accordingly.

Part 9: How to Break the Most Treacherous Glass Ceiling of All: Sometimes People Are Tigers

Technique #78: See No Bloopers, Hear No Bloopers

Ignore the bloopers, spills, slips, fumbles and faux pas of the other person. This helps you win their affection.

Technique #79: Lend a Helping Tongue

When someone gets lost for words in his or her story, help the other person by saying lines like: “Now please get back to your story;” or, “So what happened after the . . .”

Technique #80: Bare the Buried WIIFM (and WIIFY)

Give them the benefits. Reveal what is in it for them when calling for a meeting.

Technique #81: Let 'Em Savor the Favor

Let your friend savor the benefits of the favor (for at least 24 hours) before you ask another favor.

Technique #82: Tit for (Wait . . . Wait) Tat

If a person “owes” you something, wait for an

ample time before you ask that person to “pay” by asking them a favor.

Technique #83: Parties Are for Pratter

Always remember to have light conversations at parties. Leave tough thoughts for tough settings.

Technique #84: Dinner's for Dining

You may discuss ideas during dinner but not tough business.

Technique #85: Chance Encounters Are for Chitchat

If you are a salesperson, do not capitalize on a chance meeting. Keep chance meetings sweet and light.

Technique #86: Empty Their Tanks

Wait for the time until others are done with what they want to say. After their noise subsides, you may start talking about your ideas.

Technique #87: Echo the Emo

Whenever you need facts from people about an emotional situation, let them emote. Smearing on the emo is often the only way to calm their emotional storm.

Technique #88: My Goof, Your Gain

Remember to ask yourself, “What could I do for this suffering soul so he or she will be delighted I made the flub?” Then do it right away.

Technique #89: Leave an Escape Hatch

Don't directly confront someone you catch lying or distorting facts. Instead, try to correct him personally, or at the most convenient time.

Technique #90: Buttercups for Their Boss

The surefire way to get what you want from service personnel and make sure they care enough to give you their very best is to send a buttercup to their boss.

Technique #91: Lead the Listeners

As the author puts it, “Big winners recognize you're a fellow big winner when they see you leading their listeners in a positive reaction. Be the first to applaud or publicly commend the man or woman you agree with (or want favors from).”

Technique #92: The Great Scorecard in the Sky

Imagine having a scorecard above your head and partner's head. This helps you be conscious in making the right moves at all times.

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