

Small-Talk Before A Meeting Or Video Call

Replying to 'How are you?'

- Hi John, nice to see you. How are you? / How are you doing?
- I'm fine thanks...

The Weather



...It's a little cold here, but other than that I'm doing great, how about you?
 ...it's a lovely sunny day here, really nice and warm so all is great. How about you?

Your Workload



...I'm so busy with numerous projects at the moment but other than that I'm doing great. How about you?
 ...It is a little stressful with this X project, but other than that I'm doing great, how about you?
 ...everyone is very relieved here because we have just participated in a successful product launch so all is great. How about you?

The time where you are



...I'm a little tired because it is 6am here in Buenos Aires, but other than that I'm doing great, how about you?
 ...It's really late here but it has been a nice day so all is great. How about you?

The day of the week



...It's Friday, the weekend is coming, and I'm looking forward to spending it with my family. How about you?
 ...It's Monday, so everything is a little hectic with meetings, but other than that I'm doing great. How

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Questions to ask in Small-Talk

One problem that many people have with small-talk is that they worry that their questions sound boring, that they sound the same or that they sound like they are something you would ask in an interview. Unfortunately, the usual topics such as the weather, your workload are often unavoidable. One solution then is to follow your usual standard questions with a phrase beginning with 'I imagine', 'I hear' or 'I hope'. This allows you to add a bit of colour to the small-talk process.

The Weather



...How is the weather where you are?

I imagine it must be freezing cold at this time of year..

I hear you have a heatwave in Brazil at the moment..

Their Workload



...Have you had a busy day so far?

I imagine you must be really busy at the moment with the launch coming up...

I hear that business is going really well at the moment..

I hope that Fridays are slightly less hectic...

I imagine you have a lot of meetings on a Monday

The time where you are



...What is the time where you are?

I imagine you must be really tired it must be really late there in Beijing..

The day of the week



...did you have a nice weekend?

I hope you got some time to relax.

...Do you have any plans for the weekend?

I hear the weather is going to be really hot

I hear you have a national holiday this weekend.