

# CONVERSATIONAL ETIQUETTES

**CONVERSATION ETIQUETTES** means the mannerism in which we conversing your idea thoughts with our colleagues, bosses, Clients and customers. Sometimes, in discussion, our opinion do not match/agree with others opinion(s) but we have to make sure we are not disagree bull while we simply disagree. So what we have to do without hearting others?

In this post I will explain you certain situations daily office life in which conversation etiquettes requires some politeness while disagreeing with others. We need to be sure that we do in way that the person who we disagree does not feel offended. These are some common situation & expressions which we should use initially before expressing our opinion.

## DIFFERENCE IN OPINION

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“I’m afraid I have to disagree with you”  
“I understand your point but I believe that”  
“I see what you are saying but in my opinion”

## WHEN SOMEBODY INTERRUPTS YOU

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“Let me finish my point or as I was saying”

## WHEN YOU INTERRUPTED SOMEONE

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“I ‘m sorry interrupt you but”

## WHEN WE DON’T UNDERSTAND SOMETHING

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“I’m sorry I don’t understand what you mean”  
“I don’t get your point, are you saying that”

## WHEN SOMEONE’S OPINION SHOCKS YOU

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“I that what you really think?”  
“I see what you are saying but in my opinion”

## ENDING A CONVESATION IN DISAGREEMENT

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“I guess we just see things differently”  
“I see you & I have very different point of view”