**Writing and presenting in international situation:**

**1. Speak Clearly**

This means enunciating clearly so that people can hear and understand each word you are saying. Don’t mumble, slur your speech, or speak super fast when addressing a crowd whose native language is not English.

**2. Speak Slowly**

Help your listeners by slowing down. Give them time to catch your words and digest the meaning. Use verbal and non-verbal clues to gauge whether you are being understood. If people ask you to repeat what you have said, look puzzled, or respond inappropriately, most likely they have not understood you. Repeat your idea slowly in the same or different words. If all else fails, write it down.

### 3 Use meaningful tempo and intonation

By changing the tone of your voice, varying the tempo, and placing stress on areas you would like to emphasize, you provide added clues to help your listener grasp your message.

**4 Use verification loops**

In inter-cultural communication, especially, it is valuable to keep checking whether your listeners are following along with your argument. This can be done by asking:

* “Do you have any questions?”
* “Is everything clear till now?”
* “Would you like me to elaborate?”

In this way, listeners have the opportunity to clarify confusion or misunderstanding at an earlier stage.

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### 5 Write down unfamiliar names or technical terms

Unfamiliar or unknown names and terms are best shown written down on a slide or handout. Repeated use of a term that others don’t know or cannot understand is annoying and thoughtless.

### 6 Double and triple check time arrangements

Confirm any arrangements related to time or dates. One possible approach is to pretend you’ve forgotten, flip through your papers and say, “So we’re meeting at / on …” and see what the other person has to say.

### 7 Be careful using English words from other languages

Remember that English is a mongrel language and has adopted words from other languages. Beware that sometimes these adopted words have different meanings or shades of meaning in other languages.

### 8 Be sincere

By showing genuine sincerity and interest in building a good relationship, a positive atmosphere is created which makes it easier to do business. When both sides assume such goodwill, many potential hurdles can be overcome.

### 9 Keep a sense of humor

Even with the best of intentions, cultural mistakes may be made from both sides. The best advice is to be relaxed, keep a sense of humor and appreciate the cooperative efforts being made by all sides.