



**CHARUSAT**  
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



# Unit - 5

## Basic Communication Skills – III

### SPEAKING

Name of the Professor:

**Dr. Tushar S. Brahmabhatt, *Ph.D.***

Assistant Professor

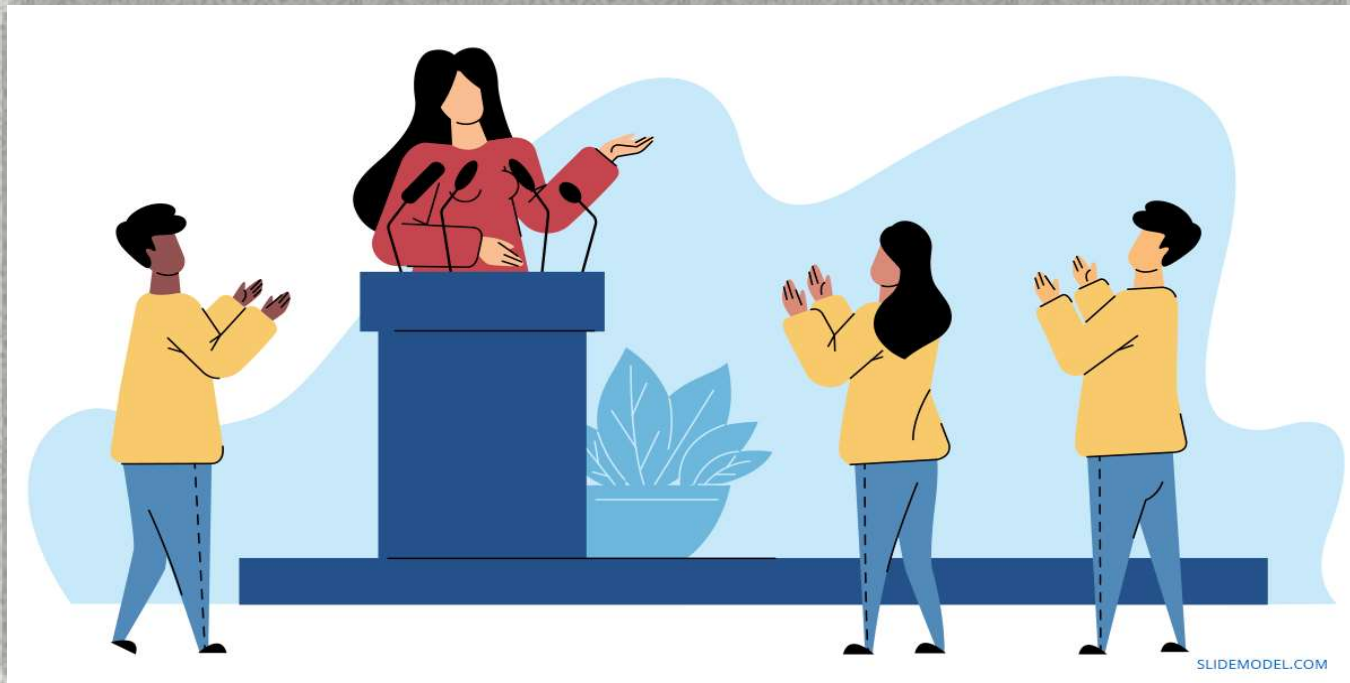
Department of Humanities & Social Sciences (DHS)

Indukaka Ipcowala Institute of Management (I<sup>2</sup>IM)

Charotar University of Science and Technology (CHARUSAT)

Changa – 388 421, Gujarat, India

# What is 'Speaking' ?



Give Examples where you speak...

# Two Commonly Confused Verbs: Speak Vs. Talk

**Talk**



**Casual Speech in Everyday Conversation**  
(E.g. Friendly interactions over a coffee)

**Speak**



**Used in 'Formal' situations**  
More polite than 'Talk'



# Importance of 'Speaking' as a Language Skill

- The use of 'English' as an international language plays a significant role in the globalization era.
- At the current time, we are required to be able to communicate in English.
- For that reason, it is very prominent for us to learn English both the language itself (Linguistic Competence) and how to practice oral and written communication (Linguistic Performance).
- **'Speaking is also a multi-sensory activity because it involves paralinguistic features such as eye-contact, facial expressions, body language, tempo, pauses, voice quality changes, and pitch variation which affect conversational flow' (Thornbury & Slade, 2005, p. 9).**
- In short, speaking is a process of interaction between speaker and listener in which they share and receive the information that involves paralinguistic features and the speaking skill mastery also becomes necessary for the language learners to interact with others in the conversation.

# Definitions of ‘Speaking’

- **‘Speaking’ is a productive skill, like writing. It involves using speech to express meanings to other people** (Spratt, et.al, 2005: 34).
- Furthermore, Jones (1989) **defines speaking as a form of communication in which the effective conveyance of what the speaker says is very crucial. In line with this definition, Kush clarified for what is called as effective speaking as an utterance in a set of voices spoken by someone and understood by someone else** (Kushartanti et al., 2005).

# Components of 'Speaking'

Harris (1994) asserts that there are five components in speaking ability (pronunciation, grammar, vocabulary, fluency, and comprehension).

- **Pronunciation:** Hornby (1995) explains that pronunciation is the way in which a language is spoken, **the way in which a word is pronounced or the way a person speaks the words of language**. Therefore, in this pronunciation determine how sounds vary and pattern in a language and this component also refers to the way of person in speaking a word that is pronounced.





# Components of 'Speaking'

- **Grammar:** Grammar is “a system of rules governing the conventional arrangement and relationship of words in a sentence” (Brown 1994) which can facilitate the acquisition of a foreign language and is conducive for cultivating comprehensive language competence. Most teachers regard grammar as a frame of English learning.
- **Vocabulary:** Vocabulary supports the speaker to express their opinions, ideas, and feelings in communication. Vocabulary is the most important component language because it affects the four language skills, there are listening, speaking, reading, and writing. Generically, vocabulary is the knowledge of meanings of words.
- Vocabulary is all the words that a person knows or uses. Moreover, Averil stated that vocabulary is a **central part of language**. The more words students know well and can use, the more meaning they can communicate in a wide variety of circumstances

# Components of 'Speaking'

- **Fluency:** Fluency is the state of being able to speak a language smoothly and easily (oxford learner pocket dictionary, 1995:10) and students are to communicate easily to others friends.
- **Comprehension:** Comprehension is the ability to understand completely and be familiar with a situation or facts.
- Moreover, **comprehension can also means the capacity of the main to perceive and understand; power to grasp the ideas; ability to know.**
- In short, comprehension is important to avoid misunderstanding between a speaker and a listener.



# The Kinds of 'Speaking'

Speaking is commonly divided into two kinds namely 'Speaking Performance' and 'Speaking Competency'.

1. **Speaking Performance:** One need to learn two terms 'Accuracy' and 'Fluency'. **'Accuracy' is the manner of people in using appropriate words and the pattern of sentences** while **'Fluency' is someone's way of speaking dealing with how to produce words in certain of times without missing any main words on their speech.**
2. **Speaking Competency:** Competency is having the ability, skill, and knowledge to do something.

# Paralanguage for 'Effective Speaking'

- The non-verbal aspects of the spoken word are known as 'Paralanguage'.
- It includes the qualities of the voice, the way we use our voice, as well as the sounds we make without uttering words.



# Paralanguage for ‘Effective Speaking’

Voice has characteristics like *tone*, *volume*, and *pitch*.

- **‘Tone’** is the quality of the voice.
- **‘Volume’** is the loudness or softness, which can be consciously adjusted to the number of persons in the audience and the distance between the speaker and the listeners; speaking too loud shows lack of self-command or abrasive nature.
- **‘Pitch’** is the high or low note on the scale; a high-pitched voice is often unpleasant, and suggests immaturity or emotional disturbance; a frightened person speaks in a high pitch voice. It is better to begin softly, in a low pitch and raise the volume and pitch as required.



# Paralanguage for ‘Effective Speaking’

- ‘**Speed**’ is factor of speech. Rapid speech indicates excitement; **we increase speed of speaking to tell an interesting story**, and **reduce speed to explain a difficult idea**.
- ‘**Pronunciation**’ means the accepted standard of the way in which a word is said; correct and clear pronunciation is important and indicates that the speaker is careful and has consideration for the audience.
- ‘**Accent**’ signifies we carry our mother tongue accent to other languages we learn. Good accent in a new language is learnt by listening to native speakers of the language.
- ‘**Intonation**’ is the sound pattern of sentences; like accent, each language has its intonation and we carry our mother tongue intonation to a new language we learn.
- ‘**Stress**’ on **a particular word in a sentence** can change the meaning and implication. Try reading the sentences. “*Where you there last night?*” by stressing a different word each time, and note the difference in the implied meaning.

# Paralanguage for ‘Effective Speaking’

- Besides, there are hesitations and **non-fluencies** which form a part of spoken language. Sounds like *Er-er, Mmmm* - , indicate that the speaker is hesitating or cannot find the next word to say. Sounds like, *Ahem ! huh ! Ah-ha ! Ouch ! Oh-oh !* are used to convey various ideas or emotions.
- Silence can be a very effective way of communication.
- In a face-to-face situation, silence may indicate several things. Facial expression and posture may indicate the feeling behind the silence.
- Some feelings like anger or displeasure can also be expressed by keeping silent.
- Body language like eye contact, fascial expression and posture can convey something of the silent person's thoughts. A person who can control all facial expression can really puzzle the other.



# Extemporaneous Speaking

- ‘**Extemporaneous**’ speaking is generally the most effective method of speaking.  
(There are four types of methods: **Manuscript, Memorized, Extemporaneous, and Impromptu**)
- It is sometimes confused with **impromptu method of speaking** (‘Impromptu’ speaking is speaking without particular preparation for the occasion).
- **In extemporaneous speech everything is pre-thought and pre-planned in detail.**
- The presentation is derived from a written outline.
- The mode of speech requires a careful preparation.
- First, you must master the material you are going to present.
- You may prepare a complete draft of the text to fix the thoughts firmly in mind but never carry to the podium.



# Advantages of Extemporaneous Delivery

The following are the advantages of extemporaneous delivery:

- 1) It allows the presenter to be precise and have an effective control over your ideas.
- 2) It affords better audience contact.
- 3) It allows the presenter to maintain eye contact, to use gestures naturally and to keep a constant touch with the audience.
- 4) It forces the presenter to become involved and to think instead of merely reading to his audience.
- 5) It secures confidence and interest of audience in your speech.
- 6) It is more convincing than other modes of presentations.

**Generally, speech experts recommend the extemporaneous speech above other modes.**