

UNIT 5

SPEAKING: Aspects of speech like pronunciation ,stress,intonation, and pauses and their need,formal and informal speeches,various expression used in speech, situational speech ,general discussions, Group Discussion ,basics of presentaion skills practise one minute speech ,impromptu speeches ,prepared speeches

SPEAKING SKILLS

Speaking skills are defined as the skills which allow us to communicate effectively. They give us the ability to convey information verbally and in a way that the listener can understand.

Speaking is an interactive process where information is shared, and if necessary, acted upon by the listener. So, its important to develop both speaking and listening skills in order to communicate effectively.

Aspects of speech like pronunciation ,stress,intonation, and pauses and their need

Aspects of speech like pronunciation

"Pronunciation" refers to the way in which we make the sound of words.

There are no shortcuts to perfect pronunciation, however there are some ways to practise more effectively and improve your skills faster.

Listen to yourself

Slow down!

Picture it...

Get physical!

Watch yourself

Copy the experts

Practice English alone

Find a language buddy

Pay attention to intonation and stress

Sing a song!

Listen to yourself

Its often difficult to hear pronunciation errors in your own speech because you are concentrating actually communicating rather than the sound you are making. If you cant hear your pronunciation problems, its tough to correct them. Try recording your speech with your smartphone or PC and making a note of specific areas you need to improve on.

Slow down

Many English learners think that speaking fluently means they need to speak fast. This is wrong. Speaking too fast reinforces bad habits and makes the speaker sound nervous and indecisive. Speaking slowly will give you time to breathe properly and think about what you want to say next. Because it gives you time to think while you are speaking, youll feel more relaxed and be able to concentrate on making your English sound fantastic.

Picture it

Close your eyes and think about how to make a sound before saying it. Visualize the positioning of your mouth and face. If you have studied with the phonemic chart, think about the sound you are making and how it relates to other English phonemes. If you have used diagrams of the mouth and tongue, think about the shape you need to make inside your mouth if you want to make the sound correctly.

Get physical

Pronunciation is a physical skill. Youre teaching your mouth a new way to move and using different muscles. Focus on difficult sounds each day. Having trouble with th? Put your tongue between your teeth (dont bite down) and blow air out of your mouth. Feel the air move over the top of your tongue.

Watch yourself

Stand in front of a mirror to see the placement of your tongue, lips, and shape of your mouth when you make certain sounds. Compare what you see with a video of a native-speaker saying the same thing.

Copy the experts

There's no replacement for learning pronunciation from the experts — native-speakers. So listen! Listen to English radio programs and watch television and movies in English. Imitate what you're hearing — even if you're not sure what they're saying yet.

Practice English alone

Pronunciation problems persist because we're afraid to make mistakes. Create scenarios — meeting someone for the first time, ordering at a restaurant, asking for directions — then act out the dialogue by yourself. Don't be shy.

Find a language buddy

Getting feedback from an outside observer is crucial. Find a friend who's also interested in improving their English. Try exchanging recorded messages so you can listen closely to each other's pronunciation.

Pay attention to intonation and stress

Good pronunciation is more than just mastering individual sounds. It's also understanding intonation (the rise and fall of the voice) and stress (some sounds in words and some words in sentences are louder or clearer than others). Read poems, speeches and songs aloud, concentrating on the word stress and intonation.

Aspects of speech stress

Word stress is like a golden key to speaking and understanding English.

This is one of the best ways to understand spoken English - especially English spoken fast. Stress is an important feature of spoken English. Clear, accurate pronunciation of all English words relies on correct articulation and placement of stress.

Stress is a quality of vowel sounds. It has three primary characteristics:

Length ↔

Volume

Pitch ↑

Stressed vowel sounds are longer, louder, and/or higher in pitch than vowel sounds without stress. You can use just one of these features, or any combination of these features at the same time. Overall, stressed sounds are

stronger than unstressed sounds.

Stress and syllables are closely related. Almost all syllables in English contain a vowel sound; therefore, we usually say that syllables are stressed or unstressed. Every multi-syllable English word contains at least one stressed syllable.

Word stress, or sometimes lexical stress, is the stress placed on a given syllable in a word. The position of word stress in a word may depend on certain general rules applicable in the language or dialect in question, but in other languages, it must be learned for each word, as it is largely unpredictable. In some cases, classes of words in a language differ in their stress properties; for example, loanwords into a language with fixed stress may preserve stress placement from the source language.

Aspects of speech like intonation

Intonation occurs when the voice changes in pitch and tone while speaking. You can compare it to music and how different songs can inspire sadness, anger, or joy. A well-written and well-spoken speech can do the same. Higher intonation is a way to excite the audience, while slowing and lowering your tone will either end a point or a speech.

Aspects of speech like pauses

A pause, if used correctly, can add a great deal to your presentation or speech.

Here are 10 ways you can use a pause effectively.

Add emphasis to key points - a pause before, during or after you say something you wish to emphasise can be a powerful verbal tool in a presentation. When preparing your speech, make a note of the important phrases and plan pauses around them. Try and spread these throughout your presentation and ensure you practice so you're not trying them on the fly. Don't be afraid to pause for up to 3 seconds and remember time seems to pass quicker when you are on stage.

Indicate a change in tone or topic - pausing between two different parts of your talk can tell the audience something new is starting. You can also do this after an introduction or before a conclusion to help the audience understand the progression through your speech.

Make sentences clear - a brief pause every time your script has a comma between sections in a list, and a longer pause when there's a hard stop to a sentence, will slow you down and let the audience hear what you are saying. It also gives them time to process the information, particularly useful if your

speech is on a complex topic or if the audience's native language isn't the same as your presentation.

Recall what you want to say - a pause lets you do this without the audience knowing or you having to apologise for forgetting what to say next, breaking your audience's concentration.

Replace a filler or hesitation word - there is nothing wrong with the occasional hesitation word, as long as it's not used too frequently. If you find yourself overusing a certain word (common words include 'like', 'and', 'so') during your preparation, try a pause and a mental, not verbal, um. Recording your voice while practicing, using either a mobile phone voice recorder or even virtual reality, will help you identify your filler words.

Distribute eye contact - this again adds emphasis to the point you have, or are just about to, make. If the audience is large, spend 1-2 seconds giving eye contact to several different areas of the audience before continuing. This helps keep the audience engaged and feel involved in the presentation.

Let the applause finish - if you're speaking at a large venue, you'll most likely be applauded when you come on the stage. Make sure you pause long enough for the applause to finish — particularly if the event is being recorded, such as at a TED talk. This ensures clapping won't drown out your important opening line.

Wait for the audience to stop laughing - if you've told a joke and it's gone down well (not always the case!), a pause lets the audience calm down before you carry on with your speech. Comedians are of course very good at this, usually waiting a couple of seconds after the applause has finished to build suspense for the next section.

Let others talk - if you're having a conversation at a networking event, negotiation, or even giving a sales pitch, make sure you pause regularly to give the other person a chance to ask questions about the topic or to clarify what you have said. This way, you'll find out what the other person requires / wants / interests are and these can guide the conversation to a mutually positive outcome. Read more on active listening and exercises to improve your skills in this area.

presentation skills

Presentation skills are the skills you need in delivering effective and engaging

presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

What Structure?

Structure is important because a well organized presentation creates an impression that you know what you are talking about-you will gain the audience's trust and they will be more likely to listen to you. A structure provides a logical flow so that you can provide the information that the audience needs to follow your presentation. The structure will help you become more comfortable following this flow. There is a natural structure to presenting and the following structure formalizes this process.

Purpose

To determine your purpose ask "What are the main points I want my audience to take away from my presentation"? This provides focus for you and the audience is clear on what they will gain listening to your presentation.

Audience pre-assessment

It is important to identify the characteristics, knowledge and needs of your audience so that you are delivering the 'right' presentation to the 'right' audience. Know who your audience is, what they want/need to know and what is their background. This step is done before the presentation or throughout.

Opening your Presentation/Bridge

This is also known as the hook. It is designed to grab the audience's attention and provide them with a reason to be interested in the presentation.

Body of Presentation

This is the major portion of the presentation. It is necessary that it connects directly to your purpose or bridge. Cover enough points to achieve your purpose (no more) and be sure to support your points clearly and concisely.

Closing your Presentation

This is the final impression that you will leave with your audience-make sure it is a strong one. Connect back to your purpose and let them know where you have been. Leave your audience with a clear understanding of your points

10 - 20 - 30 Rule

the 10 - 20 - 30 Rule of PowerPoint Presentations

10 Slides

By having a limit of 10 slides, you will be managing the cognitive load for your audiences. They can easily follow the flow of your presentations. It also challenges you to design your presentations well: choose what's important and leave out what's unnecessary

20 Minutes

By giving yourself limited time on your presentation, you are challenging yourself to leave out unnecessary details and focus on the important stories that will convey your message. Even if your session has been allotted with more time, you can devote the remaining minutes to discussions, questions or any technique that involves audiences with your presentation.

There are events and organizations that specialize in presentations with time constraints such as Pecha Kucha and the Three-Minute Thesis.

30-size Font

Depending on the room and screen size, most audiences will be able to see text that are at least 30-size font. When designing your presentation, keep in mind that anything you show must be visible to everybody in attendance, especially those in the back.

If you are concerned about fitting more text in a slide, always remember they do not necessarily make a better presentation.

Keep in mind that these rules are very subjective and each situation is unique. Apply them as a good rule of thumb to guide you in planning your presentations. Other circumstances may come and you need to be flexible however, have your visible and concise presentations.

6 x 6 Rule

Following the 6 x 6 rule, limits any text to 6 words per line and 6 lines per slide. Similar to the 10 - 20 - 30 rule, it focuses on readability and conciseness.

When used effectively, text can be useful in conveying ideas in presentations. Too much text though can look monotonous and tiring for audiences to read. You are reminded to distill your thoughts into short lines and use your presence to expand into more detail. Audiences are there to listen and watch you, not read

your slides.

best tips to improve your presentation skills.

1. Practice
2. Transform Nervous Energy Into Enthusiasm.
3. Attend Other Presentations.
4. Arrive Early.
5. Adjust to Your Surroundings.
6. Meet and Greet.
7. Use Positive Visualization.
8. Remember That Most Audiences Are Sympathetic.
9. Take Deep Breaths.
10. Smile.
11. Exercise.
12. Work on Your Pauses.
13. Dont Try to Cover Too Much Material.
14. Actively Engage the Audience.
15. Be Entertaining.
16. Admit You Dont Have All the Answers.
17. Use a Power Stance.
18. Drink Water.
- 19 . Dont Fight the Fear.

Informal and formal speech

Informal speech differs from Standard English, favouring a more relaxed tone and deviation from the typical rules of grammar. You may hear informal speech between friends, families, peers and even strangers. It is commonly heard in everyday life.

Informal speech may include slang words such as lit, shook and squad. People speaking informally will typically use contractions to save time, choosing to say havent rather than have not.

For instance:

Cheers for ringing, Dude. Feels like I havent seen you in ages! Have you seen Jono and Mark lately?

Formal speech is more likely to adhere to the rules of Standard English. Formal speech is most commonly used in the workplace, places of learning such as universities or events with a serious tone.

Formal speech rarely includes slang words. There will be fewer contractions used and the speaker is likely to follow a proper sentence structure.

For instance:

Im so pleased to be here today. Thank you so much for your invitation and your kind words regarding my recent promotion. I feel truly grateful to be surrounded by such wonderful, distinguished individuals tonight.

Tips on how to use formal and informal language

1. Know in which situations you can use informal language

2. Grammar

In formal language, grammar is more complex and sentences are generally longer. For example:

We regret to inform you that the delivery will be delayed due to adverse weather conditions [formal]

Sorry, but the delivery will be late because of the weather [informal]

Have you seen my glasses? [formal]

Seen my glasses? [informal]

I am sorry to have kept you waiting [formal]

Sorry to keep you waiting [informal]

3. Modal verbs

Formal language uses modal verbs. For example:

We would be grateful if....

Could you kindly inform us as to whether..?

4. Pronouns

Formal language is less personal, and is more likely to use the we as a pronoun rather than I: For example:

We can assist in the resolution of this matter. Contact us on our help line number
[formal]

I can help you solve this problem. Call me! [informal]

We regret to inform you that.....[formal]

Im sorry, but.... [informal]

We have pleasure in announcing....[formal]

Im happy to say...[informal]

5. Vocabulary

In formal language, words are generally longer. For example:

Require [formal] vs need [informal]

Purchase [formal] vs buy [informal]

Acceptable [formal] vs okay [informal]

Assistance [formal] vs help [informal]

Require [formal] vs want [informal]

Improve your confidence in spoken English with our General English course or Individual English training in our centre in London or online.

6. Pronunciation

Speech is generally slower in formal language, allowing for correct and clear pronunciation, and the tone of the voice is more serious.

7. Contractions

These are not used in formal language. In informal language they are used for easier flow and faster speech. For example:

She has decided to accept the job offer [formal]

Shes decided to accept the job offer [informal]

8. Abbreviations and acronyms

These are not used in formal language. For example:

As soon as possible [formal] vs asap [informal]

Advertisement [formal] vs ad or advert [informal]

Photograph [formal] vs photo [informal]

9. Colloquial language

This is not used in formal language. For example:

Would you like a cup of tea? [formal] vs Fancy a cuppa? [informal]

Would you like to... [formal] vs Do you want.... [informal]

10. Emojis are never used in formal language

1 minute speeches

1 minute speeches can be pressed on you at any point. It might be an impromptu speech, it might be a toast you have been asked to deliver that same evening, or it may be a short speech where you have plenty of time to practice.

How do you begin a 1 minute speech

Usually, a beginning is supposed to be very engaging so your audience is hooked to your talk until the end of the speech.

But in the case of a 1 minute speech, you dont need to focus much on the opening.

A simple, Im going to keep this short intro works just fine.

In fact, most people prefer shorter speeches.

So starting off with letting the audience know that you are going to keep this short gives them the comfort that they dont have to pay attention for too long. It also doesnt surprise them when your talk ends within a minute or two.

Just a note, skip all the thank yous and good mornings at the beginning of your

speech. You only have a minute. So make it count.

How do you end?

End with your main message. Its as simple as that.

Your audience is most likely to remember the last thing you say even if its just a 1 minute speech! So save your core message until the end.

OR — you can mention your main idea in the middle but make sure you end with that as well so its fresh in your audiences mind.

Dont get fancy with things like ending with a quote or a poem or anything. If you want to read more about ending a normal 5-20 minute long speech, read [5 Ways to End Your Speech With Maximum Impact!](#)

But if youre giving a 1-2 minuter, dont get fancy. Instead...

Keep it simple

When you have a short amount of time, its hard to get dramatic or add any tricks.

Your best bet is to keep give a simple talk. Use simple body language and simple words.

Add a personal element

Try and add a personal anecdote in your speech. It doesnt have to be very long of course. Just 2-4 sentences on how you might have experienced what youre speaking on or why youre a credible person to speak on said topic.

It adds a personal touch element to your speech and helps the audience relate and/or empathize with you even if its just for a minute.

That connection with the audience is what will make all the difference to them remembering your speech and subsequently, remembering you.

Practice

This is a big one (for any and every speech!).

When youre about to deliver a short speech, its tempting to just wing it since youre only going to be on stage for about 1 or 2 minutes.

But thats exactly why you need to ensure you utilize that minute to the maximum

Avoid filler words

If you're not familiar with it already, these are filler words and break the flow of your speech.

When you're rehearsing, try to be consciously aware of these filler words and avoid them as much as you can.

Sure, a couple of them won't kill your speech. In fact, it'll make you look more human.

Speech Situation

A speech situation is the social context of interaction. It is determined by different situational factors — the elements of a speech situation. These include:

- (1) The participants (speaker(s) / addressee(s)) and their social relations (grade of familiarity, power) define their social roles in the communicative situation,
- (2) The location or physical setting of communication (e.g. school, at home, in a shop),
- (3) The purpose of the communication,
- (4) The topic: what is being talked about?,
- (5) The mode or channel of linguistic expression: spoken or written language.

Together these factors make up the speech situation. Based on the aspects of the speech situation, the participants consciously or subconsciously choose a language variety which they deem appropriate for a certain speech situation.

Impromptu speech

An impromptu speech is when you're asked to speak in public without prior notice. It can be one of the most terrifying speeches you'll ever do; standing up in front of a crowd and having to speak for a few minutes without preparation is daunting even for the most seasoned speakers.

It's not likely to happen often, however when it does, you don't want to be caught completely off-guard. Here are a few things to bear in mind if you're asked to speak at short notice.

Impromptu speech definition

An impromptu speech is given with little or no preparation, yet almost always with some advance knowledge on the topic. This is sometimes referred to as "off

the cuff" or "spur of the moment".

Tips on giving an impromptu speech

If you are about to make an impromptu speech and have a few minutes to prepare, follow these two tips:

1. Make some quick notes

The first thing you should do when asked to speak, is to grab a pen and a piece of paper (or napkin - whatever you can find to write on). Jot down a few initial ideas, or even just a few words that you can expand upon during your speech.

If you don't write anything else, make sure you've written down your starting and ending sentences as these are the most important.

2. Decide on the tone

Next, think about what tone to speak in. This will depend on the type of event you're at. For example, at a wedding you would speak informally and you can have fun with the speech, whereas at a business conference you would speak more formally and stick to a professional tone.

Impromptu speech frameworks

This is when it gets easy. Pick one of these frameworks to use as a structure to your impromptu speech and you'll instantly feel more prepared. They're easy to remember so you won't have to write them down, and instead can just write down keywords for each point.

1. The 5 Ws

Useful for when you're speaking about a person or specific event

Following the 5 Ws provides instant structure to your speech and you'll be able to organise your thoughts in an easy-to-follow way. You don't even need to change the order - starting with who' gives context to the speech and ending with why' leaves the audience with the most important, relatable point.

Who - who is involved in the event or who is attending

What - what event are you at and what are the common goals?

Where - where is the event, how did the initiative the event revolves around start?

When - is the timing of the event important? What does the future hold?

Why - why is everyone there? Why are you there?

2. Diplomatic framework

Useful for formal occasions such as a business conference.

For this impromptu speech, start by talking about the advantages and disadvantages of the subject topic then end with a conclusion.

This will make your speech informative and enable you to talk for a longer period of time than the 5 Ws. It's important to not be afraid of silence when using this framework.

Given that there is less room for creativity, you may find you need to pause to think about what you're going to say next. While you think, you could walk up and down the stage slightly as if you are letting your last point settle, ask if there are any questions, or ask for a glass of water

These techniques all buy you more time if your mind goes blank and save you (and your audience) from feeling awkward about a prolonged silence.

3. Storytelling

Useful for informal events such as weddings and book launches.

Storytelling is a powerful method of speaking and is an easy way of connecting with the audience. When having to speak when you aren't prepared, start off small, then medium, and end large. Basically, talk about the event from an individual perspective, then a group or national perspective, and end with the bigger picture.