

# COMMUNICATION & PRESENTATION SKILLS

## ORAL SKILLS & SPOKEN ENGLISH

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# MAIN POINTS TO REMEMBER A



## ORAL PRESENTATION

- (i) effective use of **visual aids**
- (ii) adequate **eye contact** : size of the audience
- (iii) **clarity** in pronunciation and fluency
- (iv) maintaining a proper **speed** of presentation
- (v) posture and body movements suggesting **confidence**
- (vi) seeking and making proper use of **visual feedback**
- (vii) **noting down** important points arising out of discussion

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# DEVELOPING ORAL SKILLS

## Speech

1. Pitch
2. Volume
3. Tone
4. Speed
5. Pauses
6. Body movements
7. Facial expressions

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# DEVELOPING ORAL SKILLS (continued)

## 2. Pronunciation of Words:

### (a) vowel and consonant **sounds**

(comparison of sounds with **letters** a-z);

The letter “a” in :

*fat* /æ/,      *father* /a:/,

*fate* /eɪ/,      *about* /ə/

Or the letters “th” in “thin” /θ/ & “then” /ð/.

Also notice

(b) **word-stress**: ‘language, communi’cation

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## DEVELOPING ORAL SKILLS (continued)

**Use of the phonetic script and the (Pronouncing)  
Dictionary: International Phonetic Alphabet**

**Dictionaries on CD : listening to the standard  
pronunciation and comparing it with other variants  
(e.g. British & American)**

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# DEVELOPING ORAL SKILLS (continued)

## Pronunciation of Sentences:

### Intonation

**INTONATION:**     rising / (yes /)  
                              falling \ (yes \)

### Rising Tone & Falling Tone

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# Vowel sounds of English



## (Pure Vowels/Monophthongs)

	initially	medially	finally
1. /i:/	<i>east</i>	<i>sheet</i>	<i>key</i>
2. /ɪ/	<i>it</i>	<i>hit</i>	<i>duty</i>
3. /e/	<i>end</i>	<i>send</i>	
4. /æ/	<i>and</i>	<i>sand</i>	
5. /ɑ:/	<i>art</i>	<i>heart</i>	<i>car</i>
6. /ɒ/	<i>ox</i>	<i>fox</i>	

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# Vowel sounds of English (continued)

	initially	medially	finally
7. /ɔ:/	<i>all</i>	<i>ball</i>	<i>saw</i>
8. /ʊ/	<i>put</i>		
9. /u:/	<i>ooze</i>	<i>choose</i>	<i>chew</i>
10. /ʌ/	<i>up</i>	<i>cup</i>	
11. /ɜ:/	<i>earn</i>	<i>learn</i>	<i>stir</i>
12. /ə/	<i>ago</i>	<i>police</i>	<i>maker</i>

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# Vowel sounds of English (cont.)

## Diphthongs



13. /eɪ/	<i>eight</i>	<i>straight</i>	<i>stay</i>
14. /əʊ/	<i>oak</i>	<i>joke</i>	<i>slow</i>
15. /aɪ/	<i>ice</i>	<i>mice</i>	<i>my</i>
16. /aʊ/	<i>out</i>	<i>shout</i>	<i>how</i>
17. /ɔɪ/	<i>oil</i>	<i>boil</i>	<i>boy</i>
18. /ɪə/	<i>ears</i>	<i>beard</i>	<i>peer</i>
19. /eə/	<i>airs</i>	<i>paired</i>	<i>hare</i>
20. /ʊə/		<i>cured</i>	<i>tour</i>

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# Consonant sounds of English

	initially	medially	finally
1. /p/	<i>pin</i>	<i>spin</i>	<i>keep</i>
2. /b/	<i>bin</i>	<i>tubs</i>	<i>club</i>
3. /t/	<i>tell</i>	<i>stick</i>	<i>light</i>
4. /d/	<i>day</i>	<i>heads</i>	<i>laid</i>
5. /k/	<i>keep</i>	<i>skill</i>	<i>stick</i>
6. /g/	<i>get</i>	<i>jugs</i>	<i>bag</i>

# Consonant sounds of English



(continued)

	initially	medially	finally
7. /tʃ/	<i>chin</i>	<i>reached</i>	<i>teach</i>
8. /dʒ/	<i>joke</i>	<i>hinged</i>	<i>large</i>
9. /m/	<i>met</i>	<i>smoke</i>	<i>team</i>
10. /n/	<i>net</i>	<i>snake</i>	<i>tin</i>
11. /ŋ/		<i>rings</i>	<i>sing</i>
12. /l/	<i>lot</i>	<i>fling</i>	<i>full</i>

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# Consonant sounds of English



(continued)

	initially	medially	finally
13 /f/	<i>fan</i>	<i>soft</i>	<i>if</i>
14. /v/	<i>van</i>	<i>leaves</i>	<i>thief</i>
15. /θ/	<i>thin</i>	<i>months</i>	<i>bath</i>
16. /ð/	<i>then</i>	<i>clothes</i>	<i>bathe</i>

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# Consonant sounds of English



(continued)

	initially	medially	finally
17. /s/	sip	list	less
18. /z/	zip	loser	buzz
19. /ʃ/	ship	rushed	hush
20. /ʒ/		measure	rouge
21. /h/	hot	behave	
22. /r/	rot	try	
23. /w/	watt	sweat	
24. /j/	yatch	tune	

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# Word-stress



## Two-syllable words

### Stress on *first* syllable

`bargain

`govern

`secret

`mischief

`message

`cabbage

`surface

`furnace

`husband

`butcher

`proverb

`thorough

`oven

`onion

`compass

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# Word-Stress (continued)

## Two-syllable words



Stress on *second* syllable

ad'mit

for'bid

suc'ced

sup'press

po'lice

pay'ee

dis'miss

ag'ree

se'lect

re'quest

pre'fer

re'fer

oc'cur

ar'rest

com'mence

per'haps

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# Word-stress (continued)

## Three-syllable words



### Stress on *first* syllable

'advertise

'educate

'illustrate

'furniture

'government

'literature

'recognize

'signature

'tentative

### Stress on *second* syllable

ad'venture

com'mercial

de'cision

ex'ternal

in'ternal

per'mission

re'vision

spec'tator

um'brella

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# Word-stress (continued)

## Three-syllable words

Primary Stress on *third* syllable

,addres'see

,ciga'rette

,coin'cide

,devo'tee

,engi'neer

,guaran'tee

,recom'mend

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# Word-stress (continued)

## Four-syllable words

Primary Stress on *first* syllable

'applicable

'accurately

'comfortable

'honourable

Primary Stress on *second* syllable

ad'vertisement

ap'preciate

a'rithmetic

e'xaggerate

par'ticipate

pho'tography

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# Word-stress (continued)

## Four-syllable words

Primary Stress on *third* syllable

acci'dental

appli'cation

exhi'bition

inde'pendent

indi'vidual

Primary Stress on *fourth* syllable

dedica'tee

exami'nee

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# Word-stress (continued)

words with more than four syllables

## Primary Stress on *first* syllable

'favouritism

'cannibalism

'secularism

## Primary Stress on *second* syllable

ad'venturousness

en'thusiasm

con'servatism

## Primary Stress on *third* syllable

elec'tricity

irre'sponsible

popu'larity

## Primary Stress on *fourth* syllable

acade'mician

civili'zation

Par

tici'pation

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# Word-stress (continued):

stress change according to part of speech

## COMPARE:

Noun/Adjective

'absent

'accent

'concert

'conflict

'export

'produce

'subject

Verb

ab'sent

ac'cent

con'cert

con'flict

ex'port

pro'duce

sub'ject

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# Attributes of good oral communication

1. Sounds and sound combinations
2. Stress
3. Rhythm
4. Intonation
5. Speed: pausing
6. Clarity of articulation
7. Voice modulation: volume & pitch variation (avoiding “monotonous speech”)

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