# Speak With Confidence

* What is fluency?

It means speaking without hesitation.

* When you are fluent,
  + You are Comfortable
  + You are Confident
  + You are in Control of your actions & emotions

## **How To Speak Fluently?**

### PAM Framework (Purpose, Audience, Message)

* **Why this Framework?**
  + Provides a Structured Approach to Effective Communication
  + Helps in Clarifying Objectives, Crafting Impactful Messages, and Connecting with the Audience
* **Where to Use it?**
  + Conversations, Presentations, Speeches, Debates, Job Interviews, Networking Events
* **How to Use it?**
  + **Before Speaking:** Define Your Objective (Purpose), Craft Your Message, Understand Your Audience
  + **During Speaking:** Stay Aligned with Your Purpose, Deliver Memorable Points, Engage with Your Audience

### 3S Approach

**Structure: Guiding Your Speech**

* **Introduction, Body, Conclusion:** These parts help your speech flow smoothly.
* **Clear Transitions:** Connect ideas for better understanding.

**Substance: Making Your Content Engaging**

* **Research:** Gather reliable information to support your points.
* **Examples and Stories:** Use them to explain concepts and keep your audience interested.

**Style: Finding Your Unique Voice**

* **Authenticity:** Be genuine.
* **Delivery Techniques:** Use techniques like varying your pace, adjusting your tone, and using expressive gestures to enhance your speaking style.

## **How to say what you want to say? - 10 Elements of Speaking**

1. **Pace:**
   * Speak slowly so everyone can understand you.
   * Take your time to think before speaking.
2. **Pause:**
   * Pause after important points to let them sink in.
   * Use pauses to catch your breath and stay calm.
3. **Enunciation:**
   * Say each word clearly and loudly.
   * Practice saying tricky words slowly.
4. **Tone:**
   * Use a happy tone to make people interested.
   * Change your tone to show different feelings.
5. **Volume:**
   * Speak loudly enough for everyone to hear you.
   * Speak softly in quiet places and louder in noisy places.
6. **Energy:**
   * Show you're excited by moving and talking with energy.
   * Smile and use big gestures to keep people interested**.**
7. **Enthusiasm:**
   * Talk about things you love to keep your energy up.
   * Use your voice to sound excited about what you're saying.
8. **Grammar:**
   * Keep your sentences clear and easy to understand.
   * Pay attention to verb forms to ensure your sentences sound natural.
9. **Fluency:**
   * Practice speaking a little every day.
   * Don't worry about mistakes, just keep talking.
10. **Vocabulary:**
    * Learn new words from books and conversations.
    * Use words you know well to avoid confusion.

## How to speak comfortably during social interactions?

**Speaking to the Opposite Gender:**

* Be yourself and stay relaxed.
* Show respect & interest by asking questions and listening attentively.

**Speaking in Front of Strangers:**

* Introduce yourself with a friendly smile.
* Start with a simple topic to ease into the conversation.

**Speaking in a Group Setting:**

* Speak clearly and share your thoughts without interrupting others.
* Show respect by listening to everyone's ideas and contributing positively.

**Speaking in a Professional Setting:**

* Prepare what you want to say in advance.
* Use polite language and maintain a confident tone.