

## **Module 4: Speaking Skills**

Skills of effective speaking , Applied phonetics – phoneme, syllable, word accent, Stress, rhythm & intonation in English, Neutral accent – difficulties of non-native speakers of English, Speaking with confidence

### **Skills of Effective Speaking**

#### **What is the concept of Effective speaking.**

Speaking is an act of making vocal sounds. We can say that speaking means to converse, expressing one's thoughts and feelings in spoken language. Speaking is the second of the four language skills. Like other skills it is more complicated than it seems at first and involves more than just pronouncing words. It may be from an informal remark to a scholarly presentation to a formal address

Speaking effectively is defined as speaking in such a manner that your message is clearly heard and acted upon. It allows us to form connections, influence decisions, and motivate, to win over the crowd, Career enhancement, Personal satisfaction, Ability to benefit derivatively

There are 3 main aspects of effective speaking:

- The words you use
- Your voice
- Your other non-verbal communication i.e. body language

#### **How can one improve his/her listening skill?**

- Be prepared and practice
- Know your audience
- Interact with your audience
- Speak with sincerity and passion
- Close your speech in a memorable way
- Fluency
- Don't be a time hog

- Use the correct forms of words. This means, for example, changes in the tense, case, or gender
- Put words in correct word order
- Use vocabulary appropriately
- Use the language that is appropriate to the situation
- Make the main ideas stand out from supporting ideas or information
- Don't speak too fast
- Try to become less hesitant and more confident
- Learn new vocabulary
- Use good language
- Eye contact
- Breathe....it's a good thing

### **What are the barriers in speaking?**

- Use of negative words
- Words can have different meaning to different listener
- Incomplete sentence
- Lack of consistency in the communication process
- Unclear messages
- Lack of Confidence
- Lack of Planning
- Poor atmosphere

## Applied Phonetics

### Concept of Phoneme

Phoneme - Any one of the set of smallest units of speech in a language that distinguishes one word from another.

For example, the word 'hat' has 3 phonemes – 'h' 'a' 't'.

There are 44 phonemes in English. There are 20 vowels and 24 consonants in English.

A Vowel is a speech sound made by allowing breath to flow out of the mouth without closing any part of the mouth or throat. Letters of English alphabet that represents vowels are: 'a, e, i, o, u and sometimes y'

Monophthong- a speech sound that consists of one vowel sound

Diphthong-a combination of two vowel sounds or vowel letters

A consonant is a speech sound made by partially or complete blocking of the flow of air through the mouth (using the lips, teeth, tongue and palate)

### Syllable

A unit of pronunciation having one vowel sound, with or without surrounding consonants, forming the whole or a part of a word.

Examples: there are two syllables in *water*

### Accent

Accent means stress

The syllable pronounced with more force / prominence is said to be accented

e.g. billow and below

Billow is accented on the first syllable

Below is accented on the second syllable

### Stress

Stress is the degree of force with which a syllable or a word is uttered. It may also be defined as the degree of prominence a syllable has. Words with more than one syllables have a stressed syllable. The syllables that are not stressed are weak. The syllables that are stressed are strong.

Example: CENter, adMIT

## **Rhythm**

A strong regular repeated pattern of sound.

WHEN are you COMing to DINner?

## **Intonation**

Intonation is the variation in the pitch when speaking. Intonation is the music of s language and is perhaps the most important element of a good accent. There are mainly three patterns of intonation in English: falling, rising, fall-rise.

Rising: I live in Greater Noida , **but I was born in Lucknow.**

Falling: Where do you **work?**

## **Neutral Accent**

Neutral accent is a way of speaking a language without regionalism. Speaking with an accent affects our communication and sometimes at its worst spoils our image in public. To make ourselves understand better we should speak in neutral accent.

## **Importance of Neutral accent**

- By speaking in a neutral English, we can make people understand us better.
- We can speak well in our job interviews, public forum and workplaces.
- We can interact with the society smoothly.
- We can avoid frustration, inferiority complex and disappointments from people asking us to repeat what we have said.

- Neutral accent training helps the students and language enthusiast to speak the language in a universally accepted style and standard.

### **How To overcome difficulty in speaking English:**

- Keep a dictionary handy for reference
- Speak loudly
- Be brave in what you do
- Writing is the best way to prepare
- Repeating and speaking loudly overcomes fumbling
- Analyze native English conversations and dialogues for more natural speech
- Frame new sentences, speak slowly to overcome grammar problem
- Accept that your mistakes and difficulties are an important part of learning
- Practice to improve fluency

### **Speaking with confidence**

#### **What is confidence while speaking?**

- Confidence is knowing what you are good at, the value you provide, and acting in a way that conveys that to those around you. Good communication is the key to success, whether you are speaking in front of a large audience or trying to get a point across to a new friend. If you want to know how to speak well and confidently, you have got to believe in yourself, speak slowly and carefully, and have strong convictions about what you are saying

#### **Ways to gain Confidence while speaking:**

- Take your focus off yourself and focus on the audience
- Eliminate distracting thoughts allowing you to concentrate on delivering the speech
- Adapt different delivery styles

- State your opinion with conviction
- Make eye contact
- Know the room
- Know your audience
- Have great posture
- Avoid slouching
- Don't fidget with your hands
- Avoid pacing around too much
- Look ahead of you instead of down at the floor
- Keep your face and body relaxed
- Speak loudly enough for everyone to hear
- Expand your vocabulary
- Be more concise