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O.E

BCA. Sem. 1 (CS-1)

Speaking - Unit-5

✓ (1). what is speaking? ✓ most Imp

m.f.m.p

The speaking is the action of conveying information or expressing one's feelings in speech.

Speaking is a one of the action to deliver any kinds of information

✓ (2). what is a good speech? ✓

m.f.m.p

Anybody can learn to give a great speech. The best speakers include a clear, relevant message and a few great stories to illustrate it. ... Instead, keep your speech simple, with a clear beginning, middle and end. Focus on one theme, and eliminate everything else.

✓ (3). what are the qualities of a good speaker?

m.f.m.p

The six qualities form the Public Speaking House:

- 1) Awareness. The quality that allows you choice over your actions as a speaker. ...
- 2) Empathy. Most speakers start their speech preparation by asking themselves "what do I want to say?" ...
- 3) Freshness. ...
- 4) Balance. ...
- 5) Fearlessness. ...
- 6) Authenticity.

✓ (2). Explain vocal element pitch or tone in speaking.

What are the vocal elements?

Vocal delivery includes components of speech delivery that relate to your voice. These include rate, volume, pitch, articulation, pronunciation, and fluency. Our voice is important to consider when delivering our speech for two main reasons. First, vocal delivery can help us engage and interest the audience.

✓ (3). What is Pitch? ✓ most Imp

m.f.m.p

Pitch, in speech, the relative highness or lowness of a tone as perceived by the ear, which depends on the number of vibrations per second produced by the vocal cords. Pitch is the main acoustic correlate of tone and intonation.

a speech means to deliver sum information in proper tone

(4). what are the qualities of good speech?

However, a speech becomes effective when it fulfills the following features:

- Clarity. Clarity is an essential feature of a good speech. ...
- Definiteness of Message. ...
- Conciseness. ...
- Interesting. ...
- Informal Touch. ...
- Considering the Audience. ...
- Speaking Slowly. ...
- Free from Emotions.

Characteristics or Qualities of a Good Speech ✓ 5/7 talks most Imp

Speech is one of the major medium of oral communication. We find different speeches in different situations but good speeches are not always found. A good speech is really enjoyable and informative. But it is very tough to deliver a speech that can enthrall the audience. A good speech has following characteristics or qualities-

- **Dynamic:** Dynamism is an important quality of a good speech. There must be variation in style, tone, voice, approach depending on the situation and timing otherwise audience will lose their attention and will suffer from monotonous presentation.
- **Informal Talk:** Speech should be like an informal talk. A good speech is closer to a personal and informal chat between two intimate friends. When you speak there should be a perfect rapport between you and your audience.
- **Clear:** Clarity is the first major characteristic of a good speech. A speech must be successful in conveying the (message) ideas or emotions, facts or arguments to the audience that the speaker wants to express. If the audience does not instantly grasp your point, you have failed as a speaker.
- **Vivid and Concrete:** A good speech is vivid and concrete in nature. Include facts in a concrete and comprehensive way. No irrelevant or in comprehensive matter should be included in a speech. For example, the population of India is growing at an accelerating rate of 2.3% is a vivid statement.
- **Brevity:** Brevity is an important characteristic of a good speech. Speech should be shorter and concrete but comprehensive. The concentration of average audience does not last more than fifteen to twenty minutes. So, it is better to wrap up your speech within five to twenty minutes.
- **Interesting:** A good speech is always interesting. Quotations, anecdotes and humors make a speech vivid and interesting. An interesting speech always wins the attention of the audience.
- **Audience Oriented:** A good speech is always audience oriented. The speaker must deliver the speech in such a way as desired by the audience. The speaker should consider the age, education, social and economic condition, number etc. of audience to prepare his speech accordingly.

2. In good speech to cover all information related to specific topic during to talk your speech
3. during your speech the explicit information is in very clear format
6. your good speech is a very interesting for all people.

Your Good Spitch is to be consider tils of
Audience Free From Error.

- **Free From Error:** A good speech is always free from error. Error in speech can make the audience confused and loose the personality of the speaker.
- **Authentic:** The facts and figure presented in a speech must be authentic and true. False statement or information misleads the audience and hamper the acceptability of speech.
- **Well Organized:** A good speech is always well organized and well arranged. The parts or points of a speech should be organized in logical sequence to attract and retain h attention of the audience.

What are the characteristics of a good speaker?

Here are 9 scientifically-proven characteristics of effective public speakers that you should emulate to become an influential and inspiring leader.

- Confidence. ...
- Passion. ...
- Be Yourself. ...
- Voice Modulations. ...
- Keep it Short and Sweet. ...
- Connect with your Audience. ...
- Paint a Picture Through Storytelling. ...
- Repetition.

* How you can become a powerful speaker. ✓ mod imp

Power comes from within... and it starts with your attitude. Are you a speaker aware of your power? Are you able to control how your body and voice act when you stand up to speak in public? Do you even know what *happens* when you're speaking? Inspiring public speaking is all about being power-FULL, here's how to find YOUR power...

As he clicked through to his "Thank You" slide, Edgar Mumble looked up his bored audience. 'Phew, it's over,' he thought with relief. 'That was much longer than I imagined.' 'Erm... any questions?' he muttered to the first row, scratching at a red patch on his neck. His offer was met with silence. Edgar collected his books and scuttled out of the room to a thin ripple of applause. 'That went well,' he said to himself, 'I'll do the same presentation again next year.'

How many times have you sat through a similar piece of lackluster powerless public speaking as an audience member? How many times have *you* been the public speaker with the same powerless attitude? The good news is that it doesn't have to be that way - and the first step to become a powerful public speaker is to become aware of yourself by examining your verbal and non-verbal power.

Verbal Power

- **Charisma** - Many have a perception of charisma equaling "Something I'm not", but that's usually because you have a fixed idea of what charisma is. *Surely charisma looks super confident, powerful, slick and funny, with a dazzling smile.* Right? Public speaking charisma *doesn't* mean being 'in your face' if that's not your style. Your brand of public speaking charisma might look enigmatic, intellectual, sophisticated, enthusiastic, weird, sensual or something entirely different. Find *your* flavour.
- **Be Aware** - Look at the way your voice behaves when you speak in public. Once your volume's not too loud and not too soft, but just right, you can start to use it as a tool for adding drama and tension into what you say. The same goes for an awareness of your gaps, your intonation, your clarity, your energy and so on. Play with your voice and use it to create a story that engages your audience.
- **Umm... like... your choice of words** - Another way to increase powerful public speaking is to decrease the use of "fillers". Filler words are utilized in general conversations to signal to the recipient that it's NOT yet their turn to speak. Basically to keep the speaking stage in order to finish your intended message. While normal in conversations, you don't need to signal to your audience that it's "your turn to speak". That's why they're there, to hear this amazing message you're presenting. Too many "um's" can cause you to seem less than professional, unprepared, or confused.
- **Gravitas** or having "weight" as a speaker, both literally and in the words that you say increases your power exponentially. What springs to mind is the Sanskrit word *Guru* which actually means "heavy one" or one who cannot be pushed over. "You just couldn't physically push him over because he's so grounded, he has so much gravitas." How do you find that sort of gravitas for yourself? Now that you know exactly *what* gravitas is... you can start by asking yourself a few questions.

Non-Verbal Power

Winston Churchill said "Attitude is a little thing that makes a big difference." It's no big surprise that how you carry yourself whilst public speaking makes a tremendous impact on your audience.

- Have you ever experienced someone practically hiding at the corner of the stage during their speech or shuffling in with shoulders slouched and slumped?
- Audiences experience every nuance of a speaker... the way they look, walk, dress, and speak, within a split second of a speaker beginning. When you present yourself with an attitude of fear or discomfort it sets the rest of the stage for your entire presentation.
- Start with a negative attitude towards your speaking abilities and your whole being will show it by trying to hide (sometimes subtly, sometimes literally) from the audience. Even if you 'put on a show' your audience can often still tell subconsciously.

If your attitude is more positive, your body will become more natural, open and confident.

There are no true "rules" of body language, yet our choice of how we use our body language affects how we are able to get our message across. Instead of rules, I would encourage you to develop **awareness** about how your body language impacts your message. This will make you a more flexible and powerful speaker who has the power to do what the audience needs in that moment. When we feel like that, we don't need a list of rules - our body simply knows what to do. Read more about the Ginger approach to powerful body language.

Awareness of your physical and verbal power matters, it's the only road to becoming a powerful public speaker. It's great to get feedback from other people, particularly an expert, on how your body language and voice comes across. For example we have a great 1 day Foundations of Excellent Public Speaking Course in London that focuses on exactly this.

More information on how to become a powerful public speaker?

You betcha! If you're eager to become a more power filled speaker, Ginger has a multitude of courses just right for you! From freebies to e-courses, books to workshops, jump in to Ginger. Click here for a full list of Ginger courses and resources.

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How do I become a good speaker?

To become a better speaker, use the following strategies:

1. Plan appropriately.
2. Practice.
3. Engage with your audience.
4. Pay attention to body language.
5. Think positively.
6. Cope with your nerves.
7. Watch recordings of your speeches.