

# UNIT V

## Communication Skills for Employment

- Information Transfer: Oral Presentation and its Practice
- Guidelines for Extempore/Public Speaking
- Mother Tongue Influence (MTI)
- Various Techniques for neutralization of Mother Tongue influence
- Reading and Listening Comprehensions- Exercises

# **Information Transfer: Oral Presentation and its Practice**

# Presentation Strategies



A presentation is **a technique or a method of communicating** ideas and information to a group of people. It carries the speaker's personality better and allows interaction between all the participation.

# Objectives of Presentation:

- Presentation will provide information.
- It is a teaching skill.
- Presentation used for selling a product, service or strategy.
- To obtaining a decision presentation helps.
- Presentation helps to solving a problem.

# Components of effective Presentation

- i) Defining purpose
- ii) Analysis of audience and location
- iii) Organizing contents-
  - 1. Introduction 2. Body 3. Conclusion**
- (iv) Preparing an outline of the presentation
- (v) Visual aids
- (vi) Nuances of delivery-
  - Extemporaneous, Manuscript**
- (vii) Body language and effective presentation

**Answer the following questions by choosing correct options giving below.**

**1. Body language can make or break a speech.**

- a) True
- b) False

**2. Which of these is the study and classification of speech sounds?**

- a) Gestures
- b) Speech style
- c) Phonetics
- d) Spoof

**3. Which of these is not an element of the speaking technique?**

- a) Voice quality
- b) Word stress
- c) Appearance
- d) correct tones

**4. Which of these means giving emphasis to a syllable?**

- a) Voice quality
- b) Word stress
- c) Tone
- d) Message

**5. Which of these factors is not involved in the determination of correct tone?**

- a) Pitch
- b) Dressing style
- c) Quality
- d) Strength

**6. Which of these is not a type of tone?**

- a) Urgent tone                      b) Serious tone
- c) Restrained tone                d) Jumping tone

**7. Which of these tones represent thoughtfulness?**

- a) Serious tone                      b) Urgent tone
- c) Happy tone                        d) Outraged tone

**8. Which of these tones is an unemotional tone?**

- a) Happy tone                        b) Outraged tone
- c) Restrained tone                d) Humorous tone

**9. \_\_\_\_\_ tone is used when speaker wants to bring about a good impression of her life.**

- a) Outraged                            b) Reflective
- c) Restrained                        d) Urgent

**10. Which of these tones is used to express contentment?**

- a) Serious tone                      b) Happy tone
- c) Outraged tone                    d) Urgent tone

## Answer

- 1.A. True
- 2.C. Phonetics
- 3.C. Appearance
- 4.B. Word stress
- 5.B. Dressing style
- 6.D. Jumping tone
- 7.A. Serious tone
- 8.C. Restrained tone
- 9.B. Reflective
- 10.B. Happy tone



# GUIDELINES FOR EXTEMPORE

---

## Structuring your speech with '3Ts'

- (a) 'T' elling the audience what you are going to tell them
- (b) 'T' elling them (what you want to tell them)
- (c) 'T' elling them what you told them



## An outline of an extempore talk : Sticking 4 points

- Preamble
- Introduction
- Issue
- Conclusion



## Structuring your speech



- One of the biggest mistakes speakers make is trying to say too much. A speech is a golden opportunity, so you want to say all you can.
- The problem is, the more points you make, the less likely the audience is to remember what you say.
- It's much better to limit yourself to four points and hammer them home.
- Ideally, the first two or three points should add up to your last point.







## Tips for giving a good extempore speech

- Prepare ahead of time by reading a lot about current events.
- Stick to the topic.
- Mind Mapping
- Have an opening paragraph.
- Try to have something pithy as your first line to get the attention of audience.
- Conclude by summarizing the topic .



- If you can, coming up with something punchy to finish off with.
- Practice a lot.

# **Guidelines for Public Speaking**

## **The Art of Public Speaking**



## What is Public Speaking?



- Public speaking is speaking to a group of people in a structured, deliberate manner intended to inform, influence, or entertain the listeners
- The purpose of public speaking can range from simply transmitting information, to motivating people to act or simply telling a story.





## Benefits of Public Speaking

Because of Public Speaking, you can

- ☐ Improve Self Confidence
- ☐ Make yourself more comfortable around other people
- ☐ Effectively get your message across
- ☐ Make a difference in your Life, Business, Career and Community
- ☐ Demonstrate your Knowledge
- ☐ Create your own supporters
- ☐ Fine-tune your verbal and Non verbal communication skills



## Benefits of Public Speaking

Because of Public Speaking, you can

- ☐ Improve Self Confidence
- ☐ Make yourself more comfortable around other people
- ☐ Effectively get your message across
- ☐ Make a difference in your Life, Business, Career and Community
- ☐ Demonstrate your Knowledge
- ☐ Create your own supporters
- ☐ Fine-tune your verbal and Non verbal communication skills



## Types of Public Speaking

There are 3 Important types of Public Speaking

- ✓ Informative
- ✓ Persuasive
- ✓ Entertaining



However, there are other types of Public Speaking also such as

- ✓ Ceremonial
- ✓ Extemporaneous
- ✓ Demonstrative
- ✓ Motivational



## Informative Public Speaking

### Informative:

When a person gives a speech before an audience to impart information on a particular topic or issue, it said to be an informative speech.

Business presentations, seminars in colleges, class presentations in schools are some examples of informative speeches.



## Entertaining Public Speaking

### Entertaining

Entertaining Speeches are those where one tries to commemorate or humor the listeners. The Speaker make them happy through Jokes and Short Stories.

Standup comedy shows are examples of Entertaining Public Speech





## Guidelines for Effective Public Speaking

### Know your audience

– knowing your audience makes the experience easier

Knowing as much as you can about their knowledge, their age, the number of people you will be lecturing or speaking to.

If you get some idea of what they hope to achieve from the speech, then that will help you to prepare in a more effective way.



## Guidelines for Effective Public Speaking

### Choose a Proper Topic

It's always good to choose the topic wisely

Consider the Occasion, Consider the audience's level of knowledge about the Topic, Consider your Purpose and Consider whether the audience would be interested about the Topic.



## Guidelines for Effective Public Speaking

### Do enough Research over the Topic

The better prepared you are for your speech or lecture, the better the speech will be

It is better to be over prepared than under

Write everything down that I wanted to say, including jokes and Examples





## Guidelines for Effective Public Speaking

**Be Prepared for all questions Possible**

Be aware that any holes in your research will be noticed and questioned by someone in the audience.

Never assume "no one will notice" or "no one will ask about that". Always assume someone will ask.

Try and think of all the questions you could be asked and make sure that you have an answer.



## Guidelines for Effective Public Speaking

### Time it from the Beginning till End

**Timing** – You will be given a time for your speech, sometimes these are flexible (between 10-15 minutes for example) which is good, as going over time is bad manners

You cannot rush your lecture to finish as this will affect delivery, and you do not want to be stopped before the end



## Guidelines for Effective Public Speaking

### Prepare a note for yourself

There is nothing wrong in holding a piece of paper while you present

It's always good to have a personal note so that your mind would not go blank

However, Always read your notes before you arrive at the venue so it is fresh in your mind which will eliminate a total reliance on notes.



## Guidelines for Effective Public Speaking

### Practice Practice and Practice

Now that you have prepared a wonderful speech and you have also timed it, it's time to practice and rehearse it as many times as Possible.

More the rehearsal time, better the delivery will be





## Guidelines for Effective Public Speaking

### Choose a Proper attire

Always strive to look presentable through good grooming/hygiene and have an overall tidy appearance

Wear clothing that is appropriate for the occasion, topic, & audience.

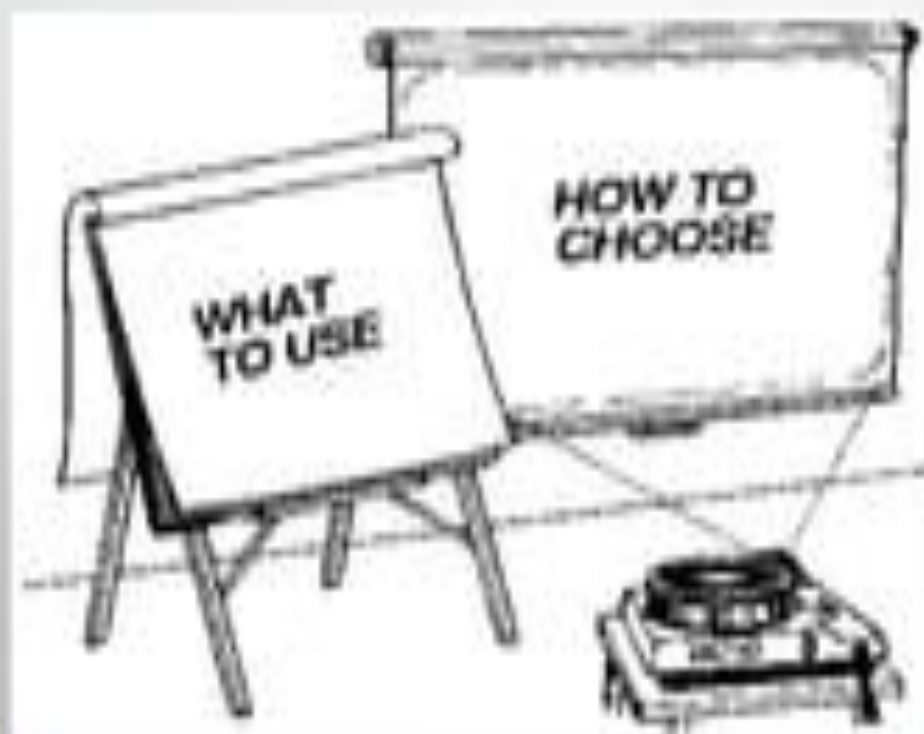


# Guidelines for Effective Public Speaking

## Audio-Visual Aids

In case you plan to use any audio-visual aids, take few minutes to check the functionalities before you start delivering the speech

Arrive early to the venue so that it will be convenient for you to do the same



## Guidelines for Effective Public Speaking

### Deliver with Confidence

Concentrate on the message, not the medium.

Focus your attention away from your own anxieties and concentrate on your message and your audience.

Don't apologize for any nervousness or problem—the audience probably never noticed it.



## Guidelines for Effective Public Speaking

Give enough time for Questions (If Necessary)

Allocate necessary time for audience to question you

Don't be too defensive when you face questions that you did not anticipate

Handle all the questions in a relaxed and effective manner





## Guidelines for Effective Public Speaking

### Thank the Audience

Prepare and practice how you will conclude.

Ending your presentation strongly will improve the effectiveness of your presentation and clearly signal to the audience that you're done

And... Don't forget to say THANK YOU ALL!



# MOTHER TONGUE INFLUENCE (MTI)

## What is MTI?

- The **pronunciation and accent is highly influenced by our mother tongue**. Such problem is called Mother Tongue Influence or MTI issue.
- Mother Tongue Influence or MTI issue is a common **problem encountered by non-native English speakers**.
- The influence of mother tongue in English language is a **big problem for those aiming to score high in the speaking part of an English language proficiency test like IELTS**.
- Mother Tongue Influence in English can play a significant role in **diminishing their speaking component score**.

# How to Neutralise Mother Tongue Influence (MTI) while Speaking English?

- Mother tongue influence (MTI) means the **impact of the usage of our mother tongue on the second language**; for example, English.
- We can figure out the ethnicity/nationality of **someone with the way he/she uses the dialects that interferes with English speaking**. This is very common in India.
- The fact that **Impressive English Speaking** is key to good communication skills cannot be denied, and with grammar and vocabulary, pronunciation too is given equal weightage worldwide.
- The evidence of mother tongue influence is obvious, so this manifests **in the form of incorrect pronunciation**.

## **A few of various techniques for neutralisation of Mother Tongue Influence are:**

- Enhancing pronunciation.
- Practicing English speaking regularly.
- Performing as much communication in English as possible.
- Listening to English songs.
- Watching English movies.
- Joining a reliable English speaking coaching.

# **Reading and Listening Comprehensions- Exercises**