

1. Have something to say.
2. Politeness is more important than even pronunciation and grammar.
3. Slow tempo helps both, speakers and listeners.
4. English is a slow tempo language.
5. English speakers pause after phrase, clause & sentence.
6. In English, different words are stressed differently.
7. Vowels sounds in English are very long or very short.
8. Good spoken English is a product of good listening habits.
9. Pause is like the punctuation mark of spoken language.
10. Rapid speech causes distortions in sounds; they merge into one another, some sounds are dropped, some sounds change form and shape, and become difficult to understand.
11. Slow speech is easy for the listener to understand. It is a mark of politeness.
12. Slow speech gives the speaker time to think and use correct words in a correct manner.
13. Phrasal pause – pause after every phrase, or every group of words within a phrase, if the phrase is a big group of words.
14. Pause after a pair of numbers, or three numbers is helpful. Similarly, when you tell your address, pause after every new level, e. g. door no., street, area, city, state.
15. After words like “so”, “therefore”, “but”, “thus”, “of course”, “indeed”, “by all means”, etc. also you should take a pause.
16. After every word in a series, you should pause

