

## PRACTICAL-7

### INDIVIDUAL SPEECH DELIVERY/CONFERENCING WITH SKILLS TO DEFEND INTERJECTIONS/QUIZZES

#### Objective

Students will be trained to start a speech and finish it effectively.

#### Theory & Concept

Speaking is a productive skill in the oral mode. It, like the other skills, is more complicated than it seems at first and involves more than just pronouncing words. It is important to remember the concept of 3Cs, i.e. the information must be Concise, Correct & Complete. Concise means both to be brief and to be complete. It means saying all that means to be said and no more. The aimless verbiage, unnecessary details and heavy paragraphs make communication inadequate and ineffective. Speaking must be correct at all levels. It must be correct in tone, style of expression, spelling, grammar, format, content, etc. Effort must be made to avoid errors. It is also essential the sender should verify the correctness of the information before transmitting it. Correctness is an essential factor for effective communication. A message must be organized properly in the sense that it must include all important details. The completeness adds to the clarity of the message.

To improve the speaking skill following points are important to be remembered-

- ❖ Pronounce the distinctive sound of the language clearly enough so that people can distinguish them. This includes making total distinction.
- ❖ Use stress and rhythmic patterns and intonation patterns of the language clearly enough so that people can understand what is said.
- ❖ Use the correct forms of the word. This may mean, for example, changes in the tense, case, or gender.
- ❖ Put words together in correct word order.
- ❖ Use vocabulary appropriately.
- ❖ Use the register or language variety that is appropriate to the situation and the relationship to the conversation partner.
- ❖ Make clear to the listener the main sentence constituents, such as object, verb, object, by whatever means the language uses.
- ❖ Make the main ideas stand out from supporting ideas or information.
- ❖ Make the discourse hang together so that people can follow what you are saying.

The following elements of voice pattern should be considered for effective speakers.

- ❖ **Pitch of voice** is the tone of sound that depends upon the rate of vibration of the vocal cords.
- ❖ **Volume** refers to the power of the sound and ranges from loud to soft.
- ❖ **Quality** refers to the characteristic tone of the voice, Fast delivery confuses the audience, hence one should speak at a rate the audience can understand him.

The effectiveness of speech depends on the proper balancing of all the elements.