

■■ Speaking Skills Improvement Roadmap

This roadmap is designed to help you build confidence, clarity, and natural flow in speaking. It is general enough to be useful in school, work, and everyday life.

Core Principles

- One main point: say the important thing first.
- Short and simple: use short sentences.
- Slow and calm: pause and breathe before the next thought.
- Eye contact & posture: stand or sit straight, look at the listener.
- Smile: it makes your voice warmer and builds trust.

Week 1 – Clear & Simple Speech

Goal: Speak slowly, clearly, and avoid fillers.

Day 1: Pick a topic (your day, favorite food) and speak for 30–60 seconds slowly.

Day 2: Tell a short story in front of a mirror, focus on clear pronunciation.

Day 3: Read a short paragraph out loud from a book or article.

Day 4: Record yourself speaking for 1 minute and listen back.

Day 5: Repeat the same speech slower and smoother.

Day 6: Count how many times you use 'umm' or 'like' while talking and try to reduce it.

Day 7: Explain a topic in just 3 short sentences.

Week 2 – Confidence & Expression

Goal: Sound natural and confident.

Day 1: Practice greetings in a friendly tone in front of a mirror.

Day 2: Tell a joke or funny story, show emotion in your voice.

Day 3: Practice asking open questions like 'How was your day?'

Day 4: Practice saying 'no' politely: 'No, thank you, maybe later.'

Day 5: Practice casual small talk: weather, school, hobbies.

Day 6: Record yourself talking about a happy memory and listen.

Day 7: Speak in front of a friend or family member, ask for feedback.

Week 3 – Conversations & Listening

Goal: Make better two-way conversations.

Day 1: Listen to someone for 1 minute, then repeat what they said in your own words.

Day 2: Ask follow-up questions: 'Why?' or 'What happened next?'

Day 3: Tell a short story with beginning, middle, and end.

Day 4: Practice talking about feelings: 'I am happy because...'

Day 5: Stay calm if someone disagrees, say: 'I understand your point.'

Day 6: Talk to someone new for 2 minutes.

Day 7: Reflect on what made your conversations better this week.

Week 4 – Real-Life Practice

Goal: Apply your skills in real situations.

Day 1: Order food or ask for something in a shop politely.

Day 2: Tell a story to a group (friends or family).

Day 3: Ask for advice politely: 'Could you help me with...?'

Day 4: Join a group discussion and share one idea clearly.

Day 5: Introduce yourself to someone new confidently.

Day 6: Give a 1-minute mini-talk about your hobby to a friend.

Day 7: Record yourself again and compare with week 1 to see progress.

Daily 10-Minute Habit

- 2 min: Deep breath, stand tall, smile.
- 3 min: Speak out loud on any topic.
- 3 min: Ask yourself a question and answer it aloud.
- 2 min: Reflect or record — what went well? What to improve?

Bonus Tips

- Talk to different people daily — family, friends, shopkeepers.
- Watch short videos and copy how the speaker talks.
- Join free speaking clubs (debate groups, online meetups).
- Practice gratitude: every night say one thing you are thankful for out loud.