

University of Human Development



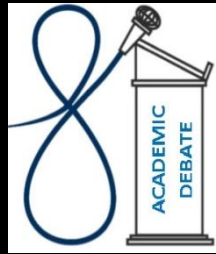
Academic Debate

Diman Moammed

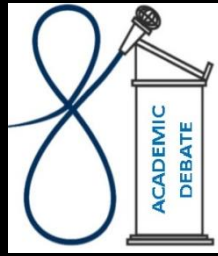
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CHAPTER 3 SPEAKING & LISTINING SKILLS

Speaking Skills



OUTLINE



- What is speaking
- Types of speaking
- Speaking Skills And Barriers
- Speaking skills
- Factors That Help to become a Good Speaker
- Four Magic Phrases
- KISS vs KILL

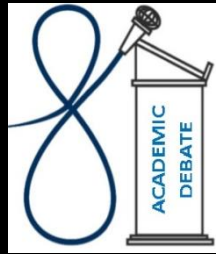


What Is Speaking?

1. Delivery of information verbally
1. Expression of thoughts
2. Expression of feelings
3. Expression of ideas



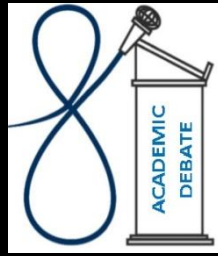
Types Of Speaking



- Informal Speaking
- Formal Speaking
- Group Discussion
- Meeting & Conference
- Public Speaking & Presentations
- Job Interview



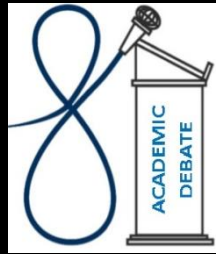
Speaking Skills



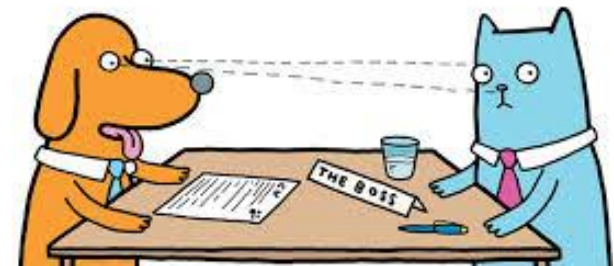
- Know what you want to say
- Control fear
- Stop talking and listen
- Think before you talk
- Believe in your message
- Repeat major points
- Find out what your listener wants



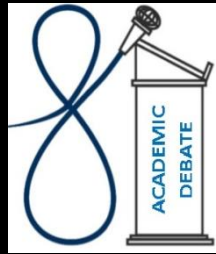
Factors That Help to become a Good Speaker



- **Clear speaking language** so they can understand what you're saying
- **Suitable body language** – open and non threatening
- **Positive facial expression** – smiling
- **Listening** – taking in with what people are saying
- **Eye contact** – so you know that people are engaged
- **Posture** – sat up straight
- **Sound** – no swearing



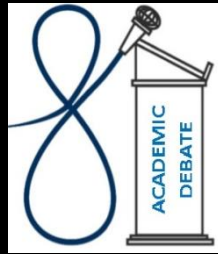
Factors That Help to become a Good Speaker



- Have a point and stick to it
- Adjust your speech for your audience
- Acronyms: ASAP (or A.S.A.P.) stands for "as soon as possible"
- Don't use one tone the entire speech
- Speak Up
- Be polite
- Don't patronize



Four Magic Phrases



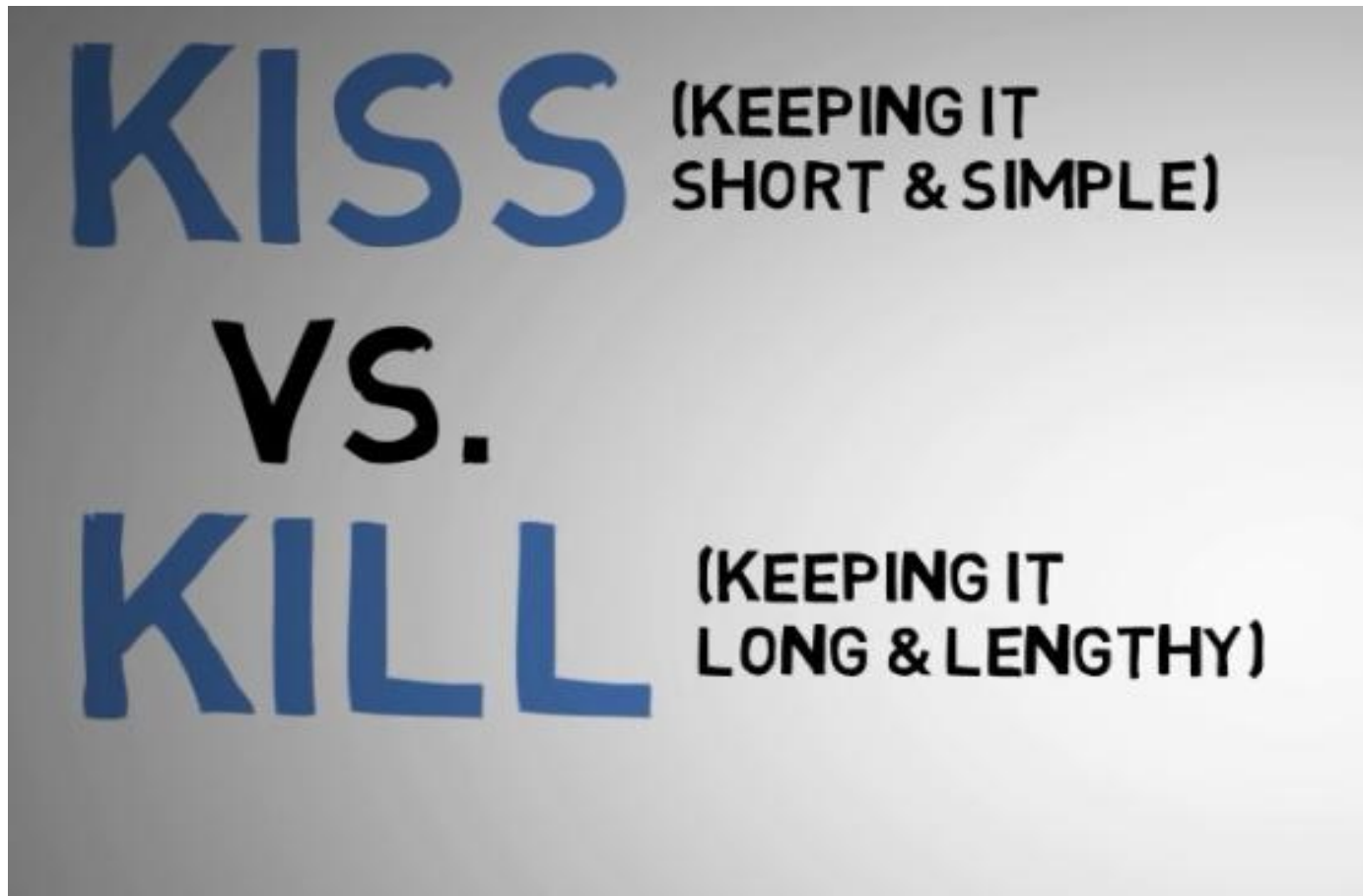
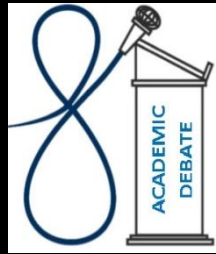
1: That's interesting, tell me more!

2: Why would you say that

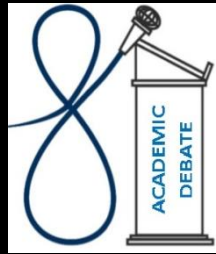
3: Why would you do that?

4: Why would you ask that?

KISS vs KILL



KISS vs KILL



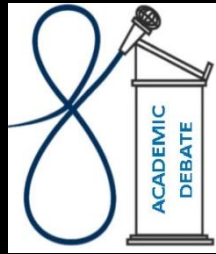
Tip 1; Be efficient with your speaking

It is about quality

avoid fill words like, **um, I guess, well, ah, you know, ...**

These words bring no value to conversation!

KISS vs KILL

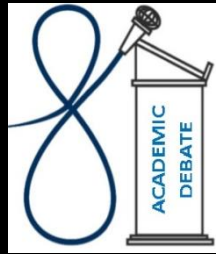


Tip 2; Use pauses instead of fillers

Tip 3; Conversational Thread (ability to branch off into different topics)

(I live in Sulaimani, I always wanted to move to suburbs. It is because I love nature and hate being around too many people)!

KISS vs KILL



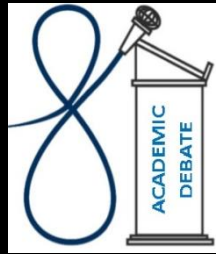
Tip 4; Use statement instead of questions

“not just demanding information from the other one, but sharing information”

Instead of question: what are you scared of?

You can give story Statement: I used to be terrified of the dark when I was a kid!

KISS vs KILL



Tip 5; Cold Read Statement (Not sharing information!)

Question; what do you like to do for fun?

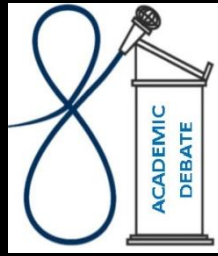
Cold Read: hey, you look like a fun person, I bet you have some interesting hobbies!

Instead of saying; “yes I am fun, dance and sing, how did you know”?

Some give cold answer, like! **You’re wrong, and you will be corrected, I'm not fun, I sleep all day!**



Interview Task



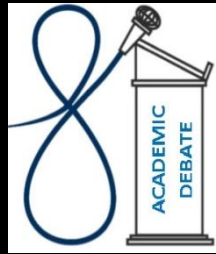
Remember 3 stages for the interview: arrangements, preparation and the actual interview

1. Arrangements; call in advance to make an appointment.

2. Preparation;

- A. Do as much **research** as possible in advance on the person
- B. Prepare your **questions** in advance “Refer to them but don't show them to the interviewee”
- C. Ask other questions as they might arise, based on what the interviewee says
- D. Take notes

3. The Interview



- A. Some casual conversation to start with will relax both of you
- B. Questions should be as short as possible
- C. Give the respondent time to answer
- D. Be a good listener
- E. Give the candidate a chance to ask questions
- F. Tell the candidate what the next steps will be.
- G. Let him or her know that you'll be in touch within the next few days or weeks, whatever the case may be.
- H. Thank the candidate for coming in for an interview, and stand up,
- I. “this will be the interviewee's cue to leave”.