



TECHNICAL COMMUNICATION (KAS – 301)



UNIT – 5 DIMENSIONS OF ORAL COMMUNICATION & VOICE DYNAMICS

TOPIC : SPEECH PRODUCTION

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SPEECH PRODUCTION

- ▶ **Speech** is produced by bringing air from the lungs to the larynx (respiration), where the vocal folds may be held open to allow the air to pass through or may vibrate to make a sound (phonation).
- ▶ The airflow from the lungs is then shaped by the articulators in the mouth and nose (articulation).
- ▶ **Speech production** is the process by which thoughts are translated into speech.

- ▶ This includes the selection of words, the organization of relevant grammatical forms, and then the articulation of the resulting sounds by the motor system using the vocal apparatus.
- ▶ Speech production can be spontaneous such as when a person creates the words of a conversation, reactive such as when they name a picture or read aloud a written word, or imitative, such as in speech repetition.
- ▶ Speech production is not the same as language production since language can also be produced manually by signs.

MECHANISM OF SPEECH PRODUCTION

Normal speech depends on proper functioning of 5 essential mechanism

1. **The motor** (lungs, associated muscle that supply the air).
2. **The vibrator** (vocal cord that give pitch to the tone).
3. **The resonator** (consist of the oral, nasal, pharyngeal cavity and paranasal sinuses).
4. **The enunciators or articulators** (lip, tongue, palate and teeth)
5. **The initiator** (motor area of the brain)



COMMUNICATION SKILLS

- ▶ Communicating effectively is the single most important soft skill one must possess today. The main intent is to convey messages to other people clearly and unambiguously. Communication is also about receiving information that other people send. Thus, communication is a two-way process.
- ▶ It establishes a link between the sender of a message and the receiver of that message. This process is completed only when the sender and the receiver of the message are certain that the actual message conveyed by the sender has reached its destination, the receiver.
- ▶ Communicating a message is akin to marketing a message. First, one should have a product (a particular message) that he wants to sell (successfully transmit or convey) to others. The product (the message) should be attractively packaged so that it can be accepted by the buyer (the receiver of the message) without any difficulty.
- ▶ Just as one needs to have strong marketing skills to sell a product, for maximum effectiveness, one needs to be proficient in all aspects of communication skills.

COMMUNICATION SKILLS COMPRISE

1. Speaking skills
 - ▶ 2. Listening skills
 - ▶ 3. Non-verbal communication or body language, etc.
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- ▶ Due to its high criticality, It focuses on the most important skill of the above: speaking skills. The other aspects, of listening skills and non-verbal communication.
 - ▶ Communication is a two-way process. It has two parts—to convey messages, and to receive messages.
 - ▶ The communication process thus consists of the sender who is the source of the message, the encoding process, and finally decoding of the same by the receiver.

- ▶ To ensure effective communication, it is important to follow pronunciation etiquette. For this, it must be kept in mind that English is a **‘stressed language.’** Understanding the phonetic symbols from the phonetic chart of the International Phonetic Association (IPA) is of great help when it comes to learning to pronounce English words correctly.
- ▶ **‘One symbol for every sound and one sound for every symbol’** is the mission of the IPA.
- ▶ In addition to understanding the phonetic symbols, acquaintance with the stress and rhythmic pattern of the English language is also necessary. The ‘intonation pattern’ of the English language, also referred to as the **‘music of the English language’**, is of utmost importance when it comes to speaking and understanding.

CODE AND CONTENT

- ▶ Any human communication system involves the production of a message by someone, and the receipt of that message by someone else. To encode a message, one must possess the necessary encoding skills.
- ▶ Languages are codes. A code may be defined as any group of symbols that can be structured in a way that is meaningful to another person.
- ▶ The English language, like any other language, is a code—it contains elements that are arranged in a meaningful order. A code has a group of elements (vocabulary) and a set of procedures for combining these elements meaningfully (syntax).

CONTENT

Next is the message content, i.e., the message that is selected by the source to express its purpose. Content, like codes, has both element and structure.

When more than one piece of information is to be presented, they should have some order or structure. An individual may sometimes be identified by his characteristic way of structuring messages.

This is because the individual communicates in a way that is distinctive to him. He uses a distinctive way or method, which has become his habit by constant

STIMULUS AND RESPONSE

- ▶ A '**stimulus**' is anything that a person can receive through one of his senses. In fact, it is anything that can produce a sensation. And a '**response**' is anything that an individual does as a reaction to the stimulus.
- ▶ These two terms, stimulus and response, are ultimately connected with the whole learning process. The communication objective of the source is to bring about a change in the behavior of the receiver.

COMMUNICATION PROCESS

- ▶ 1. The sender—the source of the message
 - ▶ 2. The encoding process
 - ▶ 3. The channel used
 - ▶ 4. The decoding process
 - ▶ 5. The receiver—the person who receives the message
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- ▶ At each stage of the communication process, there is a possibility of error. Communication skills help avoid such errors, so that the message can glide easily through all the stages of the process and reach the receiver

PRONUNCIATION IN COMMUNICATION

- ▶ Pronunciation is an aspect of verbal communication which makes the communication more attractive and effective.
- ▶ Pronunciation plays a vital role in the sound system of any language. When the sound system of second language is different as compared to the first language, the learners find difficulty in pronouncing the sounds of second language.
- ▶ They tend to pronounce the sounds of second language the way they pronounce those sounds in their first language.

PRONUNCIATION ETIQUETTE

- ▶ Make eye contact while speaking. This will not only give you confidence, but also will also inspire others to listen to you.
- ▶ Try to make your voice sound pleasing and soft.
- ▶ Don't speak in a monotonous voice; this might have a soporific effect on the audience. Change the modulation of your voice occasionally.
- ▶ Even if you feel nervous, never show it to the audience; just slow down your speech and remain calm.
- ▶ Don't mumble. Speak clearly.
- ▶ Use words the meanings of which are absolutely clear to you. This might save you from any embarrassment later.
- ▶ Use proper body language to show your interest in the ongoing conversation.
- ▶ At the end of the conversation, don't forget the customary etiquette of thanking the audience for listening to you patiently.
- ▶ All through the duration of a conversation, never do the following: think in your mother tongue what you want to say, then mentally translate it into English and finally speak in English. This will spoil the flow of your speech.