



Speaking

GEN0210 Discourse English for Communication

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What speaking is...

- ▶ Speaking is key to communication. It is an interactive process of constructing meaning that involves ---
 - producing
 - receiving
 - and
 - processing information
- ▶ Its form and meaning are dependent on the context in which it occurs, including
 - the participants themselves
 - collective experiences
 - the physical environment
 - the purposes of speaking



- ▶ It is often spontaneous, open-ended, and evolving.
- ▶ However, speech is not always unpredictable.
- ▶ Language functions (or patterns) that tend to recur in certain discourse situations (e.g., declining an invitation or requesting time off from work), can be identified and charted
- ▶ (Burns & Joyce, 1997).



- ▶ Example:
- ▶ when a salesperson asks "May I help you?" the expected discourse sequence includes
- ▶ a statement of need
- ▶ response to the need
- ▶ offer of appreciation
- ▶ acknowledgement of the appreciation
- ▶ and
- ▶ a leave-taking exchange.



- ▶ Speaking requires not only know how to produce specific points of language such as grammar, pronunciation, or vocabulary (linguistic competence), but also that they understand “when, why and in what ways to produce language (sociolinguistic competence).



- Speech has its own skills, structures, and conventions different from written language

(Burns & Joyce, 1997; Carter & McCarthy, 1995; Cohen, 1996).

- A good speaker synthesizes this array of skills and knowledge to succeed in a given speech act.



THE FOUR SPEAKING SKILLS



► What skills are required to become a good speaker?



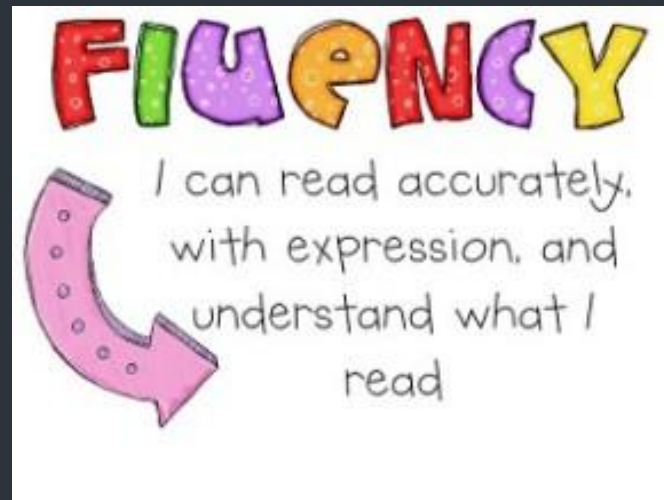


► What skills are required to become a good speaker?

It is a common desire for all of us to speak a second language well.
To do this we need to know what skills are required to become a good speaker.

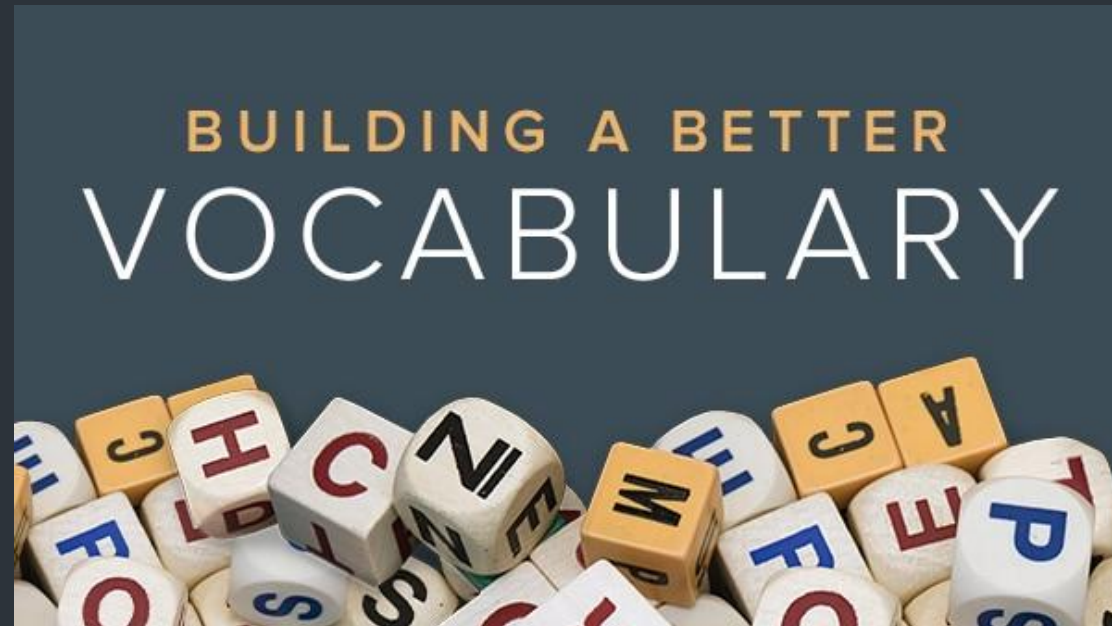
1. FLUENCY

- ▶ Fluency is about how comfortable and confident you are in speaking English.
- ▶ If you can speak for an extended period of time, that is an indicator of strong fluency.
- ▶ It is also about showing a clear connection between each point that you are trying to make.
- ▶ This skill means that the listener can follow what you are saying and does not get lost.



➤ 2. VOCABULARY

- Of course, if you don't have the words to say what you want to say, then you cannot say it.
- Being a good speaker means constantly growing you're vocabulary.
- The more interesting words you know, the stronger your speaking skills.
- The best way to grow your vocabulary is to read and make a note of any new words that you encounter in a vocabulary notebook.



▶ 3. GRAMMAR

- ▶ The dreaded G word! Grammar does matter and the fewer mistakes you make, the better your speaking skill will be.
- ▶ However, do not worry about making mistakes either!
- ▶ A good speaker does not have to use perfect grammar.
- ▶ Certainly, though, it is a good idea to make sure that you have mastered the major tenses.



➤ 4. PRONUNCIATION

- Pronunciation is a complex area, with a lot of sub skills that can be practiced.
- The basic rule of thumb is that an average speaker can speak and be understood.
- A skilled speaker can use the sub skills of pronunciation to emphasize and make the communicative effect of their speech more impactful.
- The sub skills of pronunciation include: word and sentence stress, intonation, rhythm and the use of the individual sounds of a language.
- A good way to practice your pronunciation is to copy!
- Simply listen to how someone with good pronunciation speaks, and try to imitate them as closely as possible.



Public Speaking

- ▶ Whether we're talking in a team meeting or presenting in front of an audience, we all have to speak in public from time to time.
- ▶ We can do this well or we can do this badly, and the outcome strongly affects the way that people think about us.
- ▶ This is why public speaking causes so much anxiety and concern.



The Importance of Public Speaking

- ▶ Even if you don't need to make regular presentations in front of a group, there are plenty of situations where good public speaking skills can help you advance your career and create opportunities.



The Importance of Public Speaking

- ▶ For example, you might have to talk about
 - your organization at a conference,
 - make a speech after accepting an award,
or
 - teach a class to new recruits.
- ▶ Speaking to an audience also includes online presentations or talks; for instance,
 - when training a virtual team, or
 - when speaking to a group of customers in an online meeting.



- ▶ Good public speaking skills are important in other areas of your life, as well.
- ▶ - You might be asked to make a speech at a friend's wedding,
 - Give a eulogy* for a loved one, or
 - Inspire a group of volunteers at a charity event.
- ▶ In short, being a good public speaker can
 - enhance your reputation,
 - boost your self-confidence ,
 - and
 - open up countless opportunities

Eulogy is a speech or writing in praise of a person or thing, especially a set oration in honor of a deceased person.



➤ However, while good skills can open doors, poor ones can close them.



For example,

- Your boss might decide against promoting you after sitting through a badly-delivered presentation.



- You might lose a valuable new contract by failing to connect with a prospect during a sales pitch.



- Or you could make a poor impression with you trip over your words and don't look people

➤ Make sure that you learn how to speak well!



Strategies for Becoming a Better Speaker

- ▶ Speaking in public is a learnable skill.
- ▶ As such, you can use the following strategies to become a better speaker and presenter.



Plan Appropriately

- First, make sure that you plan your communication appropriately.
- From the beginning, you need to intrigue your audience.
- For example, you could start with an interesting statistic, headline, or fact that pertains to what you're talking about and resonates with your audience.
- You can also use story telling as a powerful opener.
- Planning also helps you to think on your feet .
- This is especially important for unpredictable question and answer sessions or last-minute communications.



Practice

- There's a good reason that we say, "Practice makes perfect!"
- You simply cannot be a confident, compelling speaker without practice.
- To get practice, seek opportunities to speak in front of others.
- For example, You could also put yourself in situations that require public speaking, such as volunteering to speak at some events.



Practice

- ▶ If you're going to be delivering a presentation or prepared speech, create it as early as possible.
- ▶ The earlier you put it together, the more time you'll have to practice.
- ▶ Practice it plenty of times alone, using the resources you'll rely on at the event, and, as you practice, tweak your words until they flow smoothly and easily.
- ▶ Then, if appropriate, do a dummy run in front of a small audience: this will help you calm your jitters and make you feel more comfortable with the material.
- ▶ Your audience can also give you useful feedback , both on your material and on your performance.



Engage With Your Audience

- ▶ When you speak, try to engage your audience. This makes you feel less isolated as a speaker and keeps everyone involved with your message. If appropriate, ask leading questions targeted to individuals or groups, and encourage people to participate and ask questions.



- ▶ Also, pay attention to how you're speaking. If you're nervous, you might talk quickly. This increases the chances that you'll trip over your words, or say something you don't mean. Force yourself to slow down by breathing deeply. Don't be afraid to gather your thoughts; pauses are an important part of conversation, and they make you sound confident, natural, and authentic.
- ▶ Finally, avoid reading word-for-word from your notes. Instead, make a list of important points on cue cards, or, as you get better at public speaking, try to memorize what you're going to say – you can still refer back to your cue cards when you need them.



Pay Attention to Body Language

- ▶ If you're unaware of it, your body language will give your audience constant, subtle clues about your inner state.
- ▶ If you're nervous, or if you don't believe in what you're saying, the audience can soon know.
- ▶ Pay attention to your body language:
 - stand up straight,
 - take deep breaths,
 - look people in the eye,
 - and
 - smile.

Don't lean on one leg or use gestures that feel unnatural



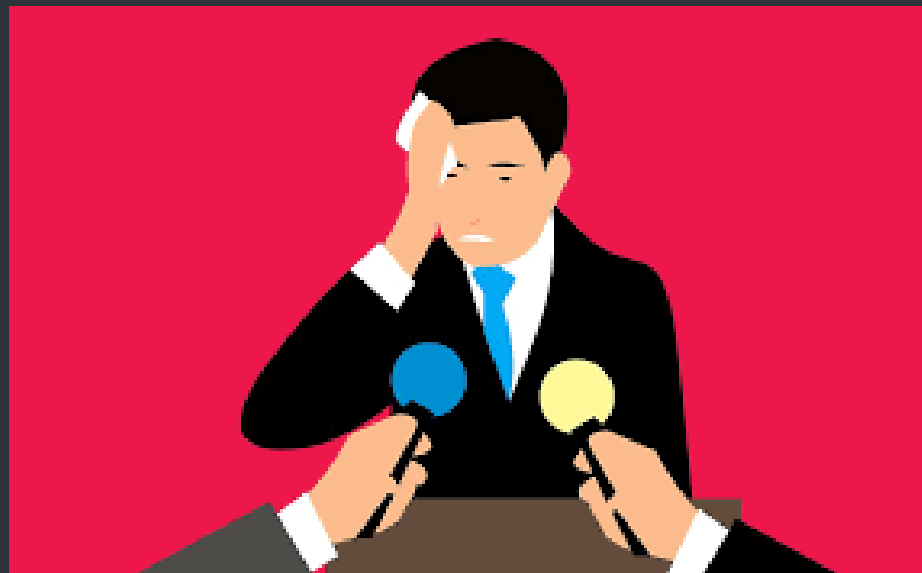
Think Positively

- ▶ Positive thinking can make a huge difference to the success of your communication, because it helps you feel more confident.
- ▶ Use affirmations and visualization to raise your confidence.
- ▶ This is especially important right before your speech or presentation. Visualize giving a successful presentation, and imagine how you'll feel once it's over and when you've made a positive difference for others.
- ▶ Use positive affirmations such as "I'm grateful I have the opportunity to help my audience" or "I'm going to do well!"



Cope With Nerves

- ▶ Many people cite speaking to an audience as their biggest fear, and a fear of failure is often at the root of this. Public speaking can lead your "fight or flight" response to kick in: adrenaline courses through your bloodstream, your heart rate increases, you sweat, and your breath becomes fast and shallow.



- ▶ By changing your mindset, you can use nervous energy to your advantage.
- ▶ First, make an effort to stop thinking about yourself, your nervousness, and your fear. Instead, focus on your audience: what you're saying is "about them." Remember that you're trying to help or educate them in some way, and your message is more important than your fear. Concentrate on the audience's wants and needs, instead of your own.



- ▶ If time allows, use deep breathing exercises to slow your heart rate and give your body the oxygen it needs to perform. This is especially important right before you speak. Take deep breaths from your belly, hold each one for several seconds, and let it out slowly.
- ▶ Crowds are more intimidating than individuals, so think of your speech as a conversation that you're having with one person. Although your audience may be 100 people, focus on one friendly face at a time, and talk to that person as if he or she is the only one in the room.



Watch Recordings of Your Speeches

- ▶ Whenever possible, record your presentations and speeches. You can improve your speaking skills dramatically by watching yourself later, and then working on improving in areas that didn't go well.
- ▶ As you watch, notice any verbal stalls, such as "um" or "like." Look at your body language: are you swaying, leaning on the podium, or leaning heavily on one leg? Are you looking at the audience? Did you smile? Did you speak clearly at all times?



Watch Recordings of Your Speeches

- ▶ Pay attention to your gestures.
Do they appear natural or forced?
Make sure that people can see them, especially if you're standing behind a podium.
- ▶ Last, look at how you handled interruptions, such as a sneeze or a question that you weren't prepared for.
Does your face show surprise, hesitation, or annoyance?
If so, practice managing interruptions like these smoothly, so that you're even better next time.





Key Points

- ▶ Chances are that you'll sometimes have to speak in public as part of your role.
While this can seem intimidating, the benefits of being able to speak well outweigh any perceived fears.
To become a better speaker, use the following strategies:
 - ▶ Plan appropriately
 - ▶ Practice
 - ▶ Engage with your audience
 - ▶ Pay attention to body language
 - ▶ Think positively
 - ▶ Cope with your nerves
 - ▶ Watch recordings of your speeches

Topics to cover when communicating and speaking

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- Who
 - What
 - Where
 - When
 - Why
- and
- How



What are factors concerning when people saying something?

- ▶ Language
- ▶ Tone volume
- ▶ Accent
- ▶ Dialogue
- ▶ Topic
- ▶ Environment
- ▶ Communication skills
- ▶ Current situation





Ref:

- ▶ [Ref: https://area.dge.mec.pt/gramatica/whatspeakingis.htm](https://area.dge.mec.pt/gramatica/whatspeakingis.htm)
- ▶ <https://english.binus.ac.id/2018/10/11/the-four-speaking-skills/>



Thank you