Personal Development: Speaking to an Audience

Personal development is a asset to speak

3 ways to speak> use changes of tones, reveal a body language, silent

Tones

Body language

Choice of words

Transferable skill

Delivery, Non-verbal Communication and Nerves

Good speaking habits> looking at the audience

Take a record of your talk and find the mistakes and improve it.

Pronounce rightly

Avoid the ah uhh etc at the end of the sentence

Is my voice loud, perhaps too loud? ● Is my voice soft, perhaps too soft? ● Do I speak too slowly? ● Do I speak too quickly? ● Is my voice monotonous? ● Do I articulate clearly, or do I mutter? ● Will my accent cause my audience any particular difficulty? ● Do I run out of breath and gasp for air as I speak?

Volume

Loud voices

Soft voices> Join in small group conversations

When you find yourself rehearsing before you speak to a real audience, imagine a friend sitting at the back of the room. Ignore the other people

Voice exercise

Slow speech

Breath control

Pause> it’s important that you don’t break up the flow of meaning

Fast speech

100-110 words/ minute