Effective Speaking

https://www.skillsyouneed.com/ips/effective-speaking.html

1. Speaking effectively is defined as speaking in such a way that your message is _____ and, if possible, acted upon. (2 words)

2. What are the two main elements of effective speaking?

A. (3 words) B. (4 words)

3. Answer A above means "the words that you use". Answer B can be divided into two parts:

A. (2 words)

B. (2 words) non-verbal communication, particularly

4. To help you determine the words that you use, you need to think about your audience's overall level of _____ of the subject. (1 word)

5. _____ are easier to process and understand. (2 words)

6. Using number 5 also creates _____. (1 word)

7. If you cannot explain something in _____, you have probably not understood it yourself. (2 words)

8. Regional and ethnic _____ are part of individual personality and add a unique element to the way that you speak. (1 word)

9. If you have a very strong accent, you may need to _____ to ensure that your audience has time to process what you are saying. (4 words)

10. The sound of a voice and the content of speech can provide clues to an individual's _____. (2 words)

11. You might also note any aspects of your speech which reduce the overall _____ of your message. (1 word)

12. _____ helps you to become used to the more fluent sound of your voice. (4 words)

13. Let the end of a sentence or the end of a paragraph give you a chance of a small, two or three second rest. Pauses can be useful for_____. (1 word)

14. When under stress an individual's _____ will change. (2 words)

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15. By using full lung capacity, the breath will support the voice and the voice will become what three things? (1 word each)

A. B. C.

16. People who are relaxed are more what? (1 word each)

A. B. C.

17. List the three core elements of vocal production.

A. B. C.

18. When projecting your voice, it needs to come from the _____, not the throat. (1 word)

19. You need to consciously project what you have to say to those _____. (2 words)

20.B y developing a _____, as opposed to a loud voice, you will be seen as someone positive. (2 words)

21.W hen articulating sounds in English, you need to pay particular attention to the _____ (3 words)

22.T o make speech effective and interesting, certain techniques can be applied. What are those four areas?

A. (1 word)

B. (1 word)

C. (3 words) (Do **NOT** use any punctuation marks)

D. (1 word)

23.**T rue/False** Distance from your audience should affect how you use your body language. Write your answer here:

24. Perhaps the most important aspect of effective communication is _____. (1 word)

25. For communication to be effective, your non-verbal communication needs to do what? (3 words)

26. _____ is much harder to disguise than the words that you speak. (1 hyphenated word and 1 normal word)

27. If you see that someone's body language is giving a different message from their words, it pays to listen to the _____ first as it is more likely to reflect their real views. (1 hyphenated word and 1 normal word)

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