

# 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. By developing a \_\_\_\_\_, as opposed to a loud voice, you will be seen as someone positive. (2 words)

21. When articulating sounds in English, you need to pay particular attention to the \_\_\_\_\_. (3 words)

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

A. (1 word)

B. (1 word)

C. (3 words)

D. (1 word)

(Do NOT use any punctuation marks)

23. **True/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)