



Speaking Skills

It is very important to be a good listener while somebody is speaking to you. It is also important to have a good pronunciation, so that others can understand what you are saying.

Put a tick (✓) against the qualities of a good speaker and a good listener. Put a cross (✗) against bad habits :

1. We should quarrel with the person who disagrees with us.
2. We should make the person feel that we really want to listen to what he or she has to say.
3. We should put our hands in our pockets.
4. We should play with our mobile.
5. We should speak politely.
6. We should not speak unnecessarily.
7. We should scratch a part of our body.
8. We should bite our nails.
9. We should pay attention when a person is talking to us.
10. We should not disturb our parents if they are talking to somebody.

KNOW MORE

Stand in front of the mirror and speak a few lines. Observe your expressions. Continue talking to yourself while still looking at your face in the mirror. This is how you can improve your speech.