



ENGLISH SPEAKING AND PRESENTATION SKILLS

ENGLISH SPEAKING

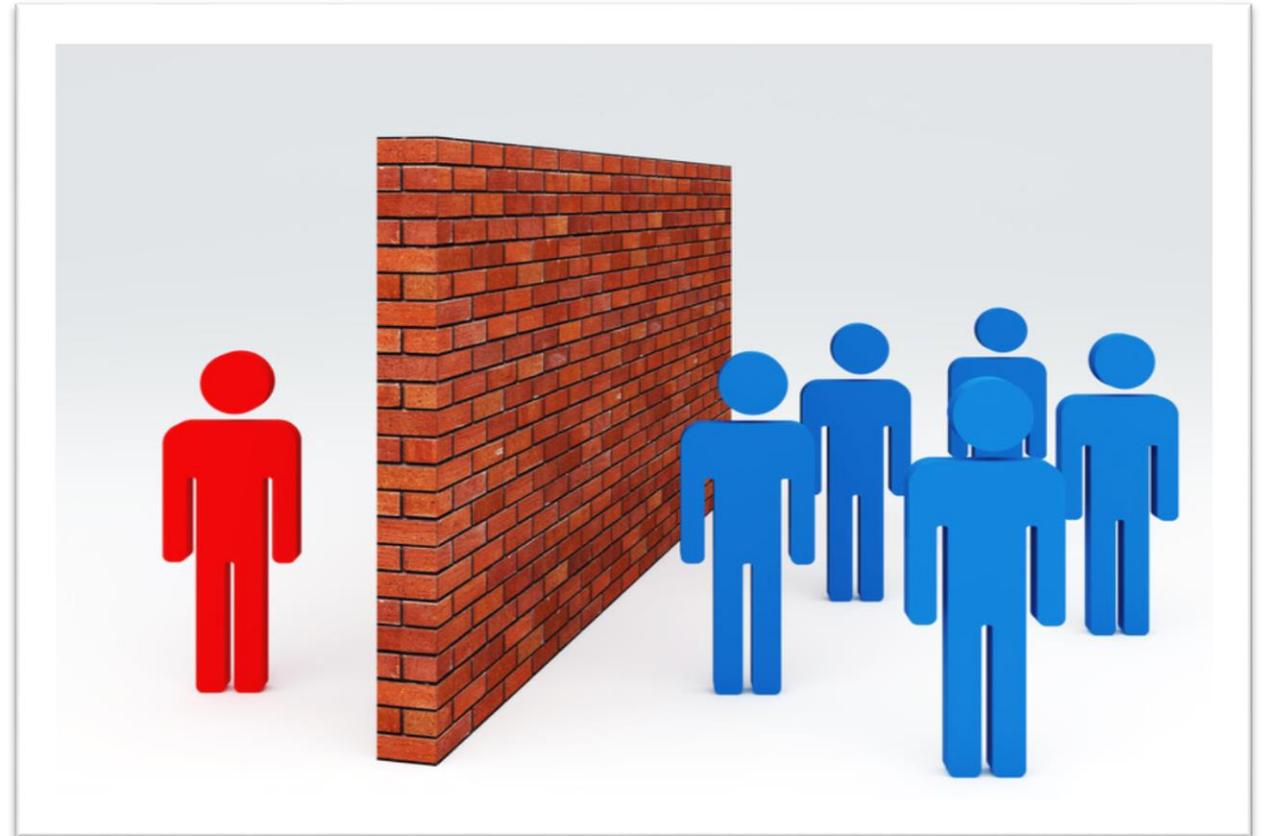
Why English Speaking is important for your career?

Research shows that English speakers in the world earn more money than non-English speakers.

Being a comfortable communicator in English can help you land that first job in your new career and ensure a positive future. It can also make you better than other applicants and help you be a more effective employee.

BARREIERS OF ENGLISH SPEAKING

- POOR VOCABULARY
- UNABLE TO EXPRESS THOUGHTS
- FEAR/REPUTATION AT STAKE
- LACK OF PREPERATION
- FUMBLING / STAMMERING
- LACK OF PROPER GUIDANCE
- POOR GRAMMER
- HESITATION
- LACK OF FLUENCY



SOLUTIONS TO IMPROVE ENGLISH SPEAKING

POOR VOCABULARY

Vocabulary can be improved by reading books, magazines, news papers and by referring to dictionary regularly

UNABLE TO EXPRESS THOUGHTS

Speak loudly without any fear of what people might think about you

FEAR/REPUTATION AT STAKE

Be brave in what you do , don't think of correct or wrong English just be brave and speak

LACK OF PREPERATION

Writing is the best way to prepare for English speaking

FUMBLING / STAMMERING

Repeat and speak loudly it helps in overcoming fumbling

SOLUTIONS TO IMPROVE ENGLISH SPEAKING

LACK OF PROPER GUIDANCE

Join skill classes to overcome guidance problem

POOR GRAMMER

Framing new sentences and speaking slowly can overcome grammar problem

HESITATION

We have to change our mindset to overcome this problem because hesitation is in our head

LACK OF FLUENCY

Practice and more practice can only give you fluency in English

TIPS FOR DEVELOPING ENGLISH SPEAKING SKILLS

- Be A Good Listener: Listen to what people are saying be attentive
- Use Simple Vocabulary: Don't use tough to understand words
- Try To Avoid Errors- but think about your fluency too: Speak slow to avoid errors
- Keep Developing Your Intonation: Use voice modulation to emphasize on words which are important
- Think Positively About The Topic: Always have a positive mindset
- Think Of Ways To Help Other People To Understand You: Keep it simple so that everyone can understand
- Practice Frequently : Also keep on repeating to increase fluency
- Practice Tongue Twisters: This will help you remove fumbling from your speech
- Think About Your Pronunciation: Think frame then speak
- Make Eye Contact And Smile: This shows that you are confident
- Think About The Pace Of Your Speech: Don't be too slow don't be too fast be at a steady speed so that everyone can understand you
- Use Positive Body Language: Always have positive body language this gives you confidence



PREPARING A PRESENTATION

It is an absolutely crucial foundation, and you should dedicate as much time to it as possible, avoiding short-cuts. Good preparation will ensure that you have thought carefully about the messages that you want to communicate in your presentation and it will also help boost your confidence.

There are a number of aspects that you need to consider when preparing a presentation. They include the aim of the presentation, the subject matter, the audience, the venue or place, the time of day, and the length of the talk. All these will affect what you say and how you say it, as well as the visual aids that you use to get your point across.

STEPS FOR PREPARING A PRESENTATION

- Analysing your audience
- Develop good arguments with clear reasons and examples.
- Brainstorm main ideas.
- State the sub-points.
- Formulate preview / review Sentence
- Develop slides or other visual aids
- Develop handouts

ANALYZING YOUR AUDIENCE

NEED

Understand the need of the audience why are they here
And what they want to know from your presentation

ATTITUDE

Understanding the attitude of audience is very important
As it affects a lot in your presentation

KNOWLEDE LEVEL

To know how learned is you audience is very important
As it will help you to prepare in cross questioning

ENVIRONMENT

The environment in which you are giving your presentation

DEMOGRAPHIC INFORMATION

Knowing the demographic information is important So
that you do not put something that may offend someone



ARGUMENTS WITH CLEAR REASONS AND EXAMPLES

- Tell the audience what you personally think about the topic
- Say it clearly at the beginning of presentation
- Back up your arguments with facts/data
- Cite the resources from where you gathered the evidence



BRAINSTORM MAIN IDEAS

- **Generate As Many Ideas As Possible:** Think about your presentation topic deeply
- **Let Ideas Flow:** Collect and keep all the ideas that comes to your mind
- **Edit Later:** After collecting all the ideas short out those which are related and important for your presentation

Let Your Ideas Flow...



FORMULATE PREVIEW / REVIEW SENTENCE

BEGINNING

*Tell them what
you're going
to tell them –*



ENDING

*Then tell them
what you told
them!*

DEVELOPING SLIDES OR OTHER VISUAL ADS

- **Make Visuals Big Enough To See:** The images used should be big enough so that it is visible to everyone in the room. Picture should be easily understood by the audience.
- **Make Text And Numbers Legible:** Use such text size and font that everything is clearly visible and understandable.
- **Use Colour Carefully:** Use correct colour combination carefully the presentation should be professional and not like an rainbow with bright colours.
- **Use Animation Carefully:** Animation used should not be offensive or out of context.

DEVELOP HANDOUTS

A handout is a special view of the presentation suitable to be printed and distributed to the audience.

Each handout page contains from one to six thumbnails of the slides so that the audience can follow what is presented as well as use it as reference.

- Before the presentation
 - ★ Allow audience to read the handout before the presentation
- During the presentation
 - ★ If not careful, it can be a distraction
- After the presentation
 - ★ Let audience know that they will get the handout later.



ENGAGING YOUR AUDIENCE

"IT'S NOT JUST ABOUT WHAT YOU SAY, BUT HOW YOU SAY IT!"

- Communicate with enthusiasm don't show restlessness
- Be Cool, calm, and confident.
- Seek a natural and conversational style don't be nervous
- Relate to people in the audience.
- Be Audience-friendly and answer to each question asked with politeness



QUESTION & ANSWER TECHNIQUES

- Encourage audience to ask questions
- Step toward the audience, raise your hand, and ask: “Does anyone have questions for me?”
- Listening attentively to questions
 - Take notes
 - Look at the questioner, and watch his or her body language
 - Stay calm and confident



ANSWERING QUESTIONS

- Be honest: Be true to whatever you say and be confident in yourself
- Clarify & Amplify: Give answer to every question asked and try to give a complete clarity to the person and try to make every point understandable to the audience as well.
- Involve the whole audience: Involve the audience in your presentation encourage them to ask questions



Reach Us

Thank you

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