

English Speaking & Presentation Skills



Sometimes the difficult thing about English speaking isn't the language itself, but how you think about it. So here are some tips to improve your spoken English 📖 📱

TIPS FOR IMPROVING YOUR SPOKEN ENGLISH

- **Speak, speak, speak!**

Be confident and speak as often as possible to as many people as you possibly can! Do not be shy to make mistakes! The more you practice the better and more confident you will become in your pronunciation and vocabulary. Remember, speaking is a skill like learning a musical instrument or new sport – the only way you can get good is to actually do it!

- **Use technology**

A smartphone can be a powerful tool for learning languages. Use it to record yourself speaking then listen back to see how your English sounds to other people. Make the most of all your favourite productivity apps to organise your practice time and make a note of all the new words you learn.

- **Listen**

Listen to news bulletins and songs in English to listen to the pronunciation of words. You can also learn new words and expressions this way. The more you listen, the more you learn! Try copying what you hear to practise your pronunciation and learn which words in a sentence are stressed.

- **Read out loud**

Read the newspaper or a magazine out to yourself. You could even find a script for your favourite TV show and act it out! This is a great way to practise pronunciation because you only need to concentrate on making sure your English sounds great and don't need to worry about sentence structure or grammar.

- **Learn a new word every day**

Choose a word you would like to work on and use practice it in different sentences. Use the word until you have learnt it and keep using it regularly.

- **Watch films**

Watch movies in English and pay attention to new vocabulary and pronunciation. Imitate the actors and have fun with it.

- **Make friends**

Make friends with English speakers or others learning to speak English and compare notes. Talk about things that you have learnt and exchange ideas.

- **Do interesting activities in English**

Take a cooking course in English or join a book club! Anything you enjoy doing, make sure you do it and communicate it in English. Using English to talk about things you enjoy will make practising a positive experience.

- **Have a debate**

Debate all the topics that interest you with friends in English. Try to use as much vocabulary as you can to get your point across and listen to the other arguments carefully so you can argue against them effectively.

- **Use a dictionary**

Online dictionaries often have audio examples so you can check your pronunciation and there are lots of great dictionary apps that you can take everywhere with you on your smartphone. Make sure not to become too reliant on these tools, though. Have a go at saying the words first then check afterwards to see if you were right!

Presentation Skills



Many believe that good presenters are born, not made. This is simply not true. Sure, some people are more relaxed and comfortable speaking in front of others, but everyone can learn the skills and techniques they need to increase their level of confidence and performance when presenting.

From sales pitches to training lectures, good presentation and public speaking skills are key to many influential roles in today's business world. The good news about presenting is that you can improve with practice.

1. Be prepared

Thorough research and preparation is key. Become an expert on your subject. The more you know about the topic you're speaking about, the easier it will be for you to speak confidently. If you're unprepared, your audience will know it and will likely tune you out.

2. Practice makes perfect

Like anything, the more you practice, the easier it becomes. Start by practicing in front of a mirror. Pay attention to your English pronunciation, but also make note of your eye contact, gestures and body language. Remember to stand up straight and look your audience in the eye. Once you've mastered your presentation in front of the mirror, it's time to practice with a real audience. Running through your presentation with a friend or family member can be a great way to build your confidence and help you memorize your material. Nerves can often make a presenter speak too quickly, so take a deep breath and time yourself to ensure you're not rushing through important information.

3. Tell a story

Everyone enjoys a good story, and you're far more likely to engage your audience if you're able to weave your information into a memorable narrative. Keep focused on your topic, but draw your audience in by conveying your message with passion and purpose.

4. Less is more

Don't bore your audience by giving them big paragraphs or long lists of bullet points. If you're using PowerPoint as part of your presentation, consider using pictures and short phrases instead of full sentences or paragraphs to illustrate your point. Relying on these as prompts while you're presenting will help you to speak naturally, rather than read to your audience.

5. Be Bold

A bold speaker is a memorable one. Maintain your audience's interest by making a big statement or including a funny anecdote that's relevant to your topic. Everyone loves to laugh, and you'll make a positive impression if you can hold your audience's attention with a little humour

6. Move around

Be natural and connect with your audience. Don't hide behind a table or rely on a podium to hold you up. Use gestures to emphasize important points and exude positive body language at all times.

7. Avoid tech problems

Technical difficulties on a presentation day can happen, so be prepared. While some issues are unavoidable, you can guard against them by having a backup plan. Wherever possible, don't rely on the internet. Instead, take screen shots and bring downloaded files.

8. Anticipate questions

Expect that people may ask questions or need clarification on some points. Try to anticipate what might be asked and prepare some answers in advance, so you won't be caught off guard. If you don't know how to respond to a question immediately, you can always invite the questioner to meet with you after the presentation.