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Dos and Don'ts of Public Speaking

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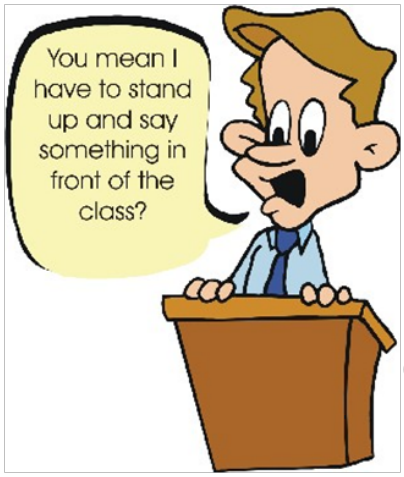

One important aspect to study while learning to improve spoken English is to understand the principles of public speaking. Most of us at some point of time in life have to speak in front of a crowd. Whether it is a presentation in your office or a project as part of your course curriculum, public speaking is a requisite. Good communication and a presence of mind help a lot in effectively delivering your message. But for people who have a doubt on their speaking skills, especially their language skills, for them nervousness is at another level. These people don't just have to overcome the stares of people but also their inner fear of English speaking.

It is a fact that some people are natural at public speaking while some face a hard time doing it. However, it is something that we all can mend ways with. Public speaking is not confined to just your language skills, it entails your facial expressions, body language, the ease with which you communicate and a whole lot of other factors.

Let's look at the dos and don'ts that you should keep in mind before facing a group of people.

1. Basic– Dos

Be enthusiastic – Show your enthusiasm and energy.

Face the audience – Manage your presentation such that you face the audience at all times. Don't show them your back.

Speak clearly – Be loud enough that the audience gets your message even the back benchers.

2. Basic – Don'ts

Don't show your nervousness – Don't fidget with things in your hands. Make only purposeful movement and gestures.

Don't play with your slides – Either move on to next slide or stick to one you are explaining, avoid confusion with your audio-visual aid.

Don't do awkward gestures – It's a strict no-no to put your hands in the pocket. Don't have awkward hand

or facial gestures that create diversion.

3. English – Dos

Define your words – Do define any word or phrase that you think the audience is not familiar with. It is important to remember that not all sitting in a group belong to the same background as you.

Be Precise and simple – Be as precise and simple when it comes to talking. Don't use complex words like "panache"; instead you can use "style or flair". Keep it as simple, and precise as possible.

4. English – Don'ts

Don't start with affirmative words – This is the first lesson in how to improve communication skills. Always start with a positive word. A lethargic start to a sentence, for instance - So, we all are gathered here to discuss on IELTS preparation, sounds dull.

Don't introduce a topic with a start like 'briefly' – When you start your topic with something like "Briefly"; it implies that the intro is redundant but still forced on the listeners. It is better to avoid such an apologetic start.

Conclusion

When you are learning to speak English, a public speaking experience would add to your learning. Speaking English fluently is one the main concerns that makes us nervous before a presentation. However, if you are well-acquainted with your topic and have structured it well, the language barrier would not be a stumbling block. Organize your presentation, giving yourself enough space to speak slowly and clearly. Don't rush with your talk and gasp for words. Practice and practice more to get your speech right. All the best!

Category:Spoken English /Public Speaking

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