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What is Speaking Skills

Mastering Speaking Skills for Effective Communication!

DEFINITION

> Speaking skills are the abilities we use to express our thoughts and ideas verbally. They help us communicate clearly and confidently with others.

KEY CONCEPTS

Clarity

Speaking clearly helps others understand your message without confusion.

Confidence

Being confident while speaking makes your message more persuasive and engaging.

Tone

The tone of your voice can convey emotions and influence how your message is received.

Body Language

Non-verbal cues like gestures and facial expressions enhance your spoken words.

Listening Skills

Good speaking also involves listening to others, which helps in responding appropriately.

EXAMPLES

→ Practicing speeches in front of a mirror.

→ Joining a debate club to improve argumentation.

→ Reading aloud to enhance pronunciation and fluency.

MEMORY TIPS

★ Use the acronym CCTBL: Clarity, Confidence, Tone, Body Language.

★ Visualize yourself speaking successfully to boost confidence.

★ Practice with a friend to reinforce skills through feedback.

COMMON MISTAKES

✗ Speaking too fast, making it hard to understand.

✗ Ignoring body language, which can confuse the message.

✗ Not listening, leading to poor responses.

QUICK RECAP

Speaking skills are essential for clear communication and include clarity, confidence, and tone. Practicing these skills can improve how effectively we share our ideas with others.