Speaking Effectively

ABOUT THE COURSE

This course aims to introduce learners to the dynamics of effective spoken communication by establishing speaking as an autonomous medium with a distinctive vocabulary, syntax, structure, style and register. It will enable learners to participate in one to one interactions, in small groups and before a group. Learners are expected to master the fundamentals of speaking such as vocabulary, body language, pronunciation and basic conversation skills before they move on to more advanced activities such as appearing in interviews, making formal presentations and participating in meetings.

COURSE LAYOUT

Week 1: Introduction
The Art of Speaking
Encoding Meaning Using Verbal and Nonverbal Symbols
Cross Cultural Communication
Verbal Communication
Encoding Meaning Using Verbal Symbols
How Words Work and How to Use Words

Week 2: Nonverbal Communication
Encoding Meaning Using Nonverbal Symbols
How to Improve Body Language
Eye Communication, Facial Expression, Dress and Appearance
Posture and Movement, Gesture, Paralanguage
Role Plays and Activities

Week 3: Phonetics
Standard Language and Queen’s English
Phonemes of English: Vowels
Phonemes of English: Diphthongs and Consonants
Stress and Rhythm
Intonation
Week 4: Voice and Delivery

Voice and Personality
How to Improve Voice
How to Improve Delivery
Pace, Pause, Pitch
Volume, Modulation, Resonance
Week 5: Basic Conversational Skills
Greetings and making introductions
Asking for information and giving instructions
Making requests
Agreeing and disagreeing
Making recommendations

Week 6: Appearing in Interviews and taking Interviews

Interviewing Skills
Appearing in an Interview
Conducting an Interview
Analysis of a bad interview
Analysis of a good interview

Week 7: Making and Assessing Presentations

How to Make Successful Presentations
How to Make Successful Presentations
Analysis of a Bad Presentation
Analysis of a Good Presentation
Week 8: Group Discussions and Meetings
Participating in a Meeting
Chairing a Meeting
Analysis of an ill conducted meeting
Analysis of a well conducted meeting