



### 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