

11. Be a Good Speaker

Some people are good speakers. Some are shy. Some speak easily with their friends and relatives, but become nervous in front of a big audience. What about you?



It is important to be able to speak well. And if you make up your mind, it is not very difficult to do so.

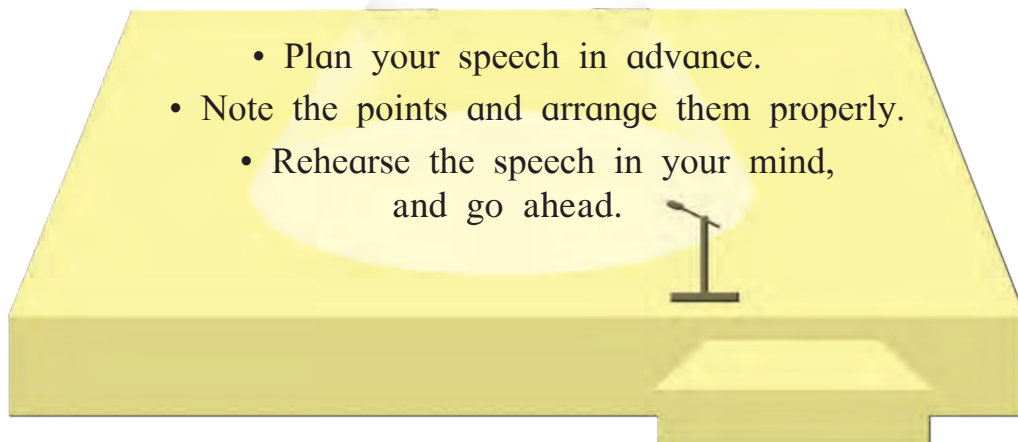
Remember these few things when you speak:

- Speak clearly. Don't mumble.
- Look at the person/persons when you talk to them.
 - You should not be too loud or too soft, too fast or too slow.
 - Be polite, and be pleasant.
- Give a thought to the other person's feelings and interests.

When you take part in a discussion:

- Don't keep talking all the time.
Let others speak.
- Show interest in what others say and listen carefully.
- When you agree with others or like their ideas, do tell them that.
- Do share your own thoughts and ideas with others.
 - If you do not understand something, ask for an explanation politely.
 - Use polite words and expressions when you want to interrupt someone, when you disagree with someone, or when you seek explanations and give them.

When you want to give a speech :



Things to do :

1. List and say whether the following statements agree with the passage or not.

- (1) You should always speak softly but clearly.
- (2) In a discussion, you should share your ideas with others.
- (3) If you don't understand something, don't let the others know about it.
- (4) You should try to talk most of the time whenever there is a discussion.
- (5) You should look at the person you are talking to.
- (6) When you want to make a speech, there's no need to think about it in advance.

2. Think about what you do and what you must learn to do, when you speak. Make a list of such 'Do's and Don'ts' for yourself.

3. List the polite expressions we use such as 'Pardon'.

4. Look at the speaker in each picture. Say whether each one is a good speaker. Give reasons for your answer.

