

**XXX Annual National Convention**  
**Pearl Edition**  
***"An affirmation of Excellence"***

Improving oral skills: Speaking vs. Communicating

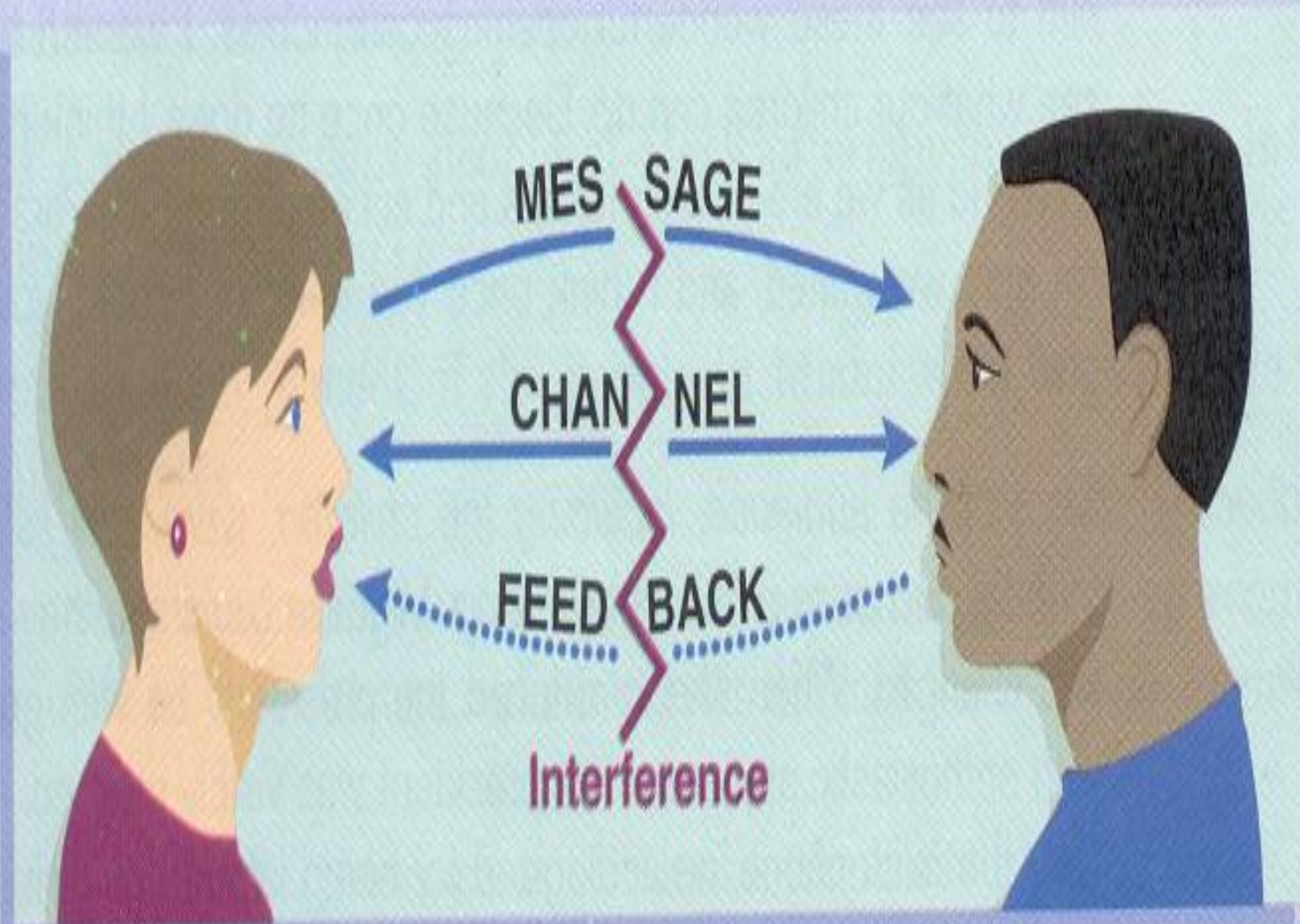
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Universidad Metropolitana,  
May, 25th - 26th 2012

# Language teaching methodology

- Teaching communication in the classroom has become a “must” since it is not if we actually speak a language, but how much we **do** effectively communicate.

Situation

Situation



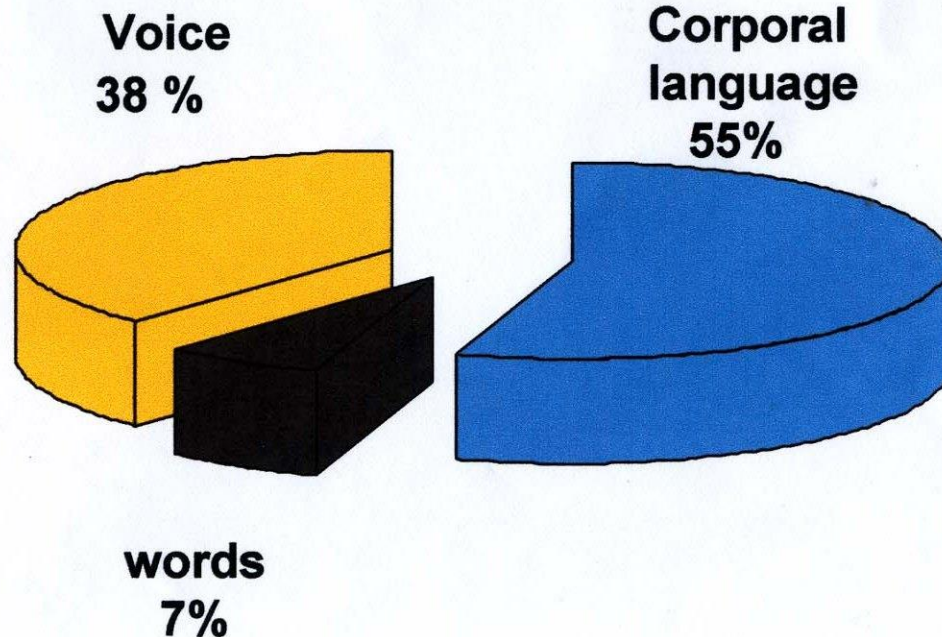
Situation

Situation

# Agenda

- Public speaking
- Factors affecting oral communication
  - Stage fright
  - Voice power
  - Corporal language
- Tips to improve
- Excersises

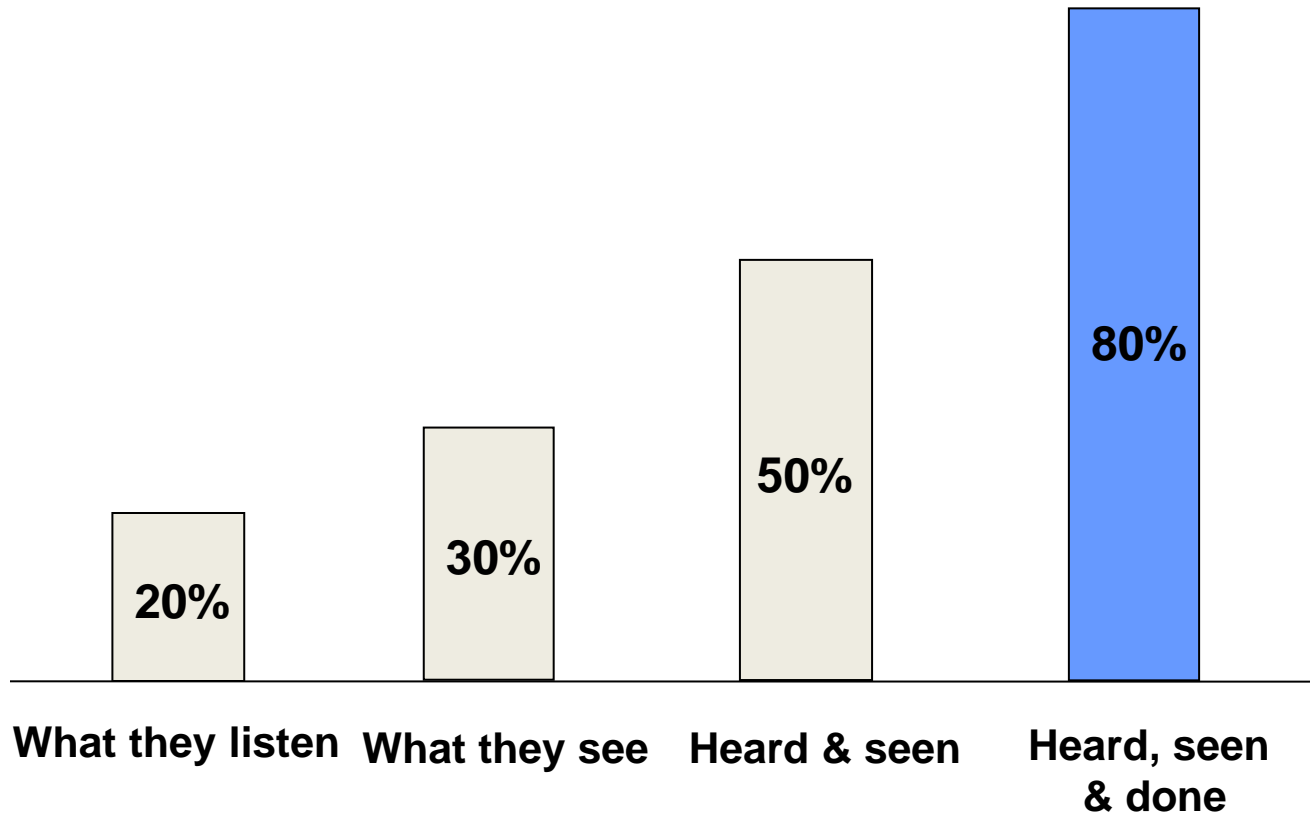
# PUBLIC SPEAKING IMPACT



# PUBLIC SPEAKING

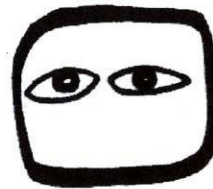
This way audience catches the information:

Edgard Dale: *Dale's cone of experience*. Walters





# PUBLIC SPEAKING

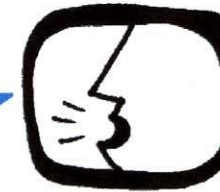


**Keep visual communication**

**Adopt a good posture**



**Free Your energy**



**Use the power of your voice**

**Reinforce your messages with gestures**



**Show a nice face**



# HOW TO BE A STAR

(Taken from Liderlab C.A.)



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# STAGE FRIGHT

- According to the book of lists, the fear of speaking in public is:

**the #1 fear of all fears.**

- The fear of dying is #7!
- Over 41% of people have some fear or anxiety dealing with speaking in front of groups.

# STAGE FRIGHT

- Mark Twain said it best:

"There are two types of speakers:

those that are nervous  
and  
those that are liars".

# STAGE FRIGHT

- People who have this fear can experience all kinds of symptoms:
- Sweaty, cold, shaky hands
- Accelerated heart rate
- Memory loss
- Difficulty in breathing
- Dry mouth

# STAGE FRIGHT

- Tight throat.
- Nausea.
- Fast pulse.
- Shaky knees.
- Trembling lips.

# STAGE FRIGHT

- How to overcome your speaking anxiety:
  - Prior Proper Preparation
  - Relax
  - Visualize Yourself Speaking
  - Realize People Want You To Succeed



# STAGE FRIGHT

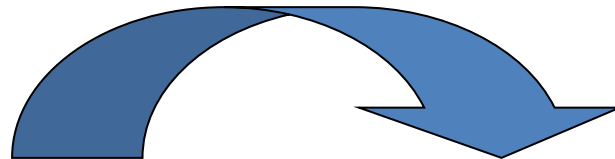
- How to overcome your speaking anxiety:
  - Don't apologize For Being Nervous
  - Concentrate on Your Message
  - Turn Nervousness into Positive Energy
  - Gain Experience working your voice and your corporal language



# Voice power

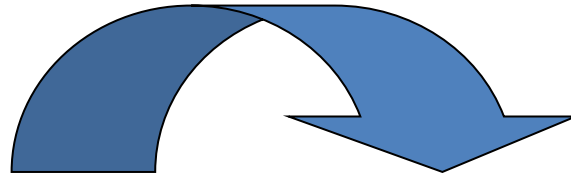
## Working out our voice power Why?

- if our voice is energetic, has a pleasant, resonant sound, and is used with expression, the attention deserved we will be given ..... But,



# Voice power

- frequently asked to repeat,
- frequently misunderstood,
- voice sounds harsh and tense or weak and tired,



Communication fails

- How to work it out?

# Voice power

- Volume
- Pitch
- Rythm
- Intonation
- Diction, articulation, and pronunciation
- Accent

# Voice power

- Volume
  - The amount of sound produced by something!
    - TV → full volume
      - Volume up/down → remote/knob



Speak up/down



Proyection/resonance

- » Lungs, abdomen, vocal cords, mouth, tongue, jaws
- » Ideas, prejudices, values, beliefs

# Voice power

- **Pitch**

- The quality of a musical note, voice, etc

- How high or low it is!

- » Degree/Intensity of something

- » To express or set something at a particular level

# Voice power

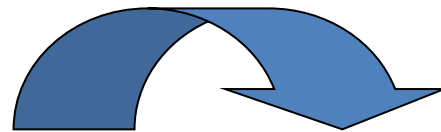
- **Rhythm**

- A strong regular repeated pattern of sounds or movements.

- Dance to the rhythm of the drums
- Play the same tune in/with a different rhythm

# Voice power

- Intonation
  - Rise and fall of the voice
    - Meaning is affected
      - » English intonation patterns for questions
        - Rising intonation



Inflection, stress

# Voice power

- Diction, articulation, and pronunciation
  - *Diction* → a style or manner of speaking
    - Clarity of diction is vital for a public speaking
  - *Articulation* → The act or manner of producing speech sounds
    - There are 44 sounds in Standard American English - 24 consonants and 20 vowels.

# Voice power

- Typically speech sounds are acquired in a developmental order.
  - For example you hear a baby babble /ba,ba,ba/ and not /ra,ra,ra/ because the /b/ is easier to say than an /r/.
- The most frequently mispronounced sounds are /s,r,l/.

# Voice power

- *Pronunciation* → The way sounds are spoken (the way language is spoken)
- Variant Pronunciations
  - A word may have several pronunciations
  - National and Regional Variants

# Voice power

- Distinctions between British and American
  - Differences among the three major dialect areas of the U.S.—Northern, Southern (*pen* and *pin* are pronounced the same), and Midland
  - Words that have distinctive pronunciations in Canada
- 
- Examples: Either, economic, caribbean

# Voice power

- Tone

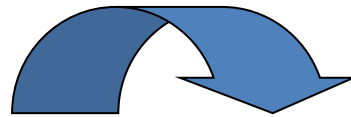
- Relates to *voice* showing feelings, attitudes, social patterns.

- » Deep, severe, shrill, up, down, dull, flat

- » Toneless, in tone, set the tone

# Voice power

- Accent
  - An accent occurs when sounds, intonation patterns and stress patterns differ from standard American English (or any language).
  - An accent can be a foreign or regional dialect.



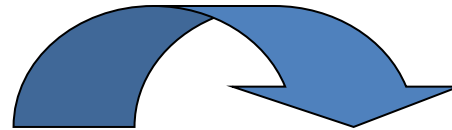
**WE ALL HAVE AN ACCENT!!!**

# Voice power

WE ALL CAN

REDUCE/IMPROVE/ACQUIRE

AN ACCENT (but it can't disappear!)



ACTORS (Dr. House, Bridget Jones)

- How?
  - Working on rythm, intonation, voice production → voice power

# Voice power

Do's	Don'ts
BREATHE DEEPLY FROM THE CENTER OF YOUR BODY ALL THE TIME	BREATHE 'UP' FROM YOUR SHOULDERS
WARM UP YOUR VOICE BEFORE USING IT	TENSE YOUR SHOULDERS OR NECK TO MAKE YOUR VOICE LOUDER
DRINK PLENTY OF WATER, FRUIT JUICE OR WARM HERBAL TEA EVERY DAY	DRINK CAFFEINATED BEVERAGES, ALCOHOL, MILK OR MILK PRODUCTS, OR EAT CHOCOLATE OR HEAVILY SPICED FOODS BEFORE SPEAKING OR SINGING
BE AWARE THAT ANY MEDICATIONS YOU ARE TAKING CAN AFFECT YOUR VOICE. THESE INCLUDE BIRTH CONTROL PILLS, ASTHMA & ALLERGY MEDICATIONS, & ASPIRIN	IGNORE PAIN OR PERSISTENT HUSKINESS....GET HELP

# Voice power

Do's	Don'ts
<p>REMEMBER THAT SCREAMING FOR LONG PERIODS OF TIME CAN INJURE THE VOCAL CORDS....EXERCISE RESTRAINT WHEN CHEERING FOR YOUR FAVORITES</p>	<p>TRY TO SHOUT OVER LOUD MUSIC OR CONVERSATION</p>
<p>CONSIDER YOUR ENVIRONMENT....AIR CONDITIONING AND FORCED AIR HEATING DRY OUT THE AIRUSE A HUMIDIFIER TO REPLACE MOISTURE</p>	<p>SMOKE, CHEW TOBACCO OR REMAIN IN A SMOKE-FILLED PLACE FOR LONG PERIODS OF TIME</p>
<p>REMEMBER THAT YOUR VOICE IS A RESULT OF YOUR OVERALL PHYSICAL CONDITION</p>	<p>NEGLECT VOICE AND BODY EXERCISE</p>

# Exercises

## 1. Robert Frost

- Voice Power exercise based on ‘basic reading skills’ and ‘in tone or set the tone’
- Basic Reading Skills to communicate feelings
  - Read de poem following the rhyme.
  - Read the poem giving personification to the characters.
  - Act the poem.

# Stopping by Woods on a Snowy Evening

## Robert Frost (1874-1963)

- Whose woods these are I think I know  
His house is in the village though;  
He will not see me stopping here  
To watch his woods fill up with snow.
- My little horse must think it queer  
To stop without a farmhouse near  
Between the woods and frozen lake  
The darkness evening of the year.
- He gives his harness bells a shake  
To ask if there is some mistake.  
The only other sound's the sweep  
Of easy wind and downy flake
- The woods are lovely, dark and deep.  
But I have promises to keep,  
And miles to go before I sleep,  
And miles to go before I sleep.

## 2. 'In Tone Or Set The Tone' according to the music listened to.

- Setting: (instrumental music – 1 song)
  - Peaceful
  - Relax
  - \_\_\_\_\_
- Setting: (Le Bronche- 2 songs)
  - Joyful
  - Lovely
  - Happy
  - \_\_\_\_\_
- Setting: (Rodrigo – 2 songs)
  - Powerful
  - Vigorous
  - Shrilly
  - Sad
  - \_\_\_\_\_
-

- Setting: (Santana – 2 songs)
  - Exciting
  - Wonderful
  - Dynamic
  - \_\_\_\_\_
  - \_\_\_\_\_
- 
- Setting: (Bob Marley – 2 songs, 1 & 7)
  - \_\_\_\_\_
- Homework: visit the following links to practice on your own:
- **How to improve your voice**
- <http://www.youtube.com/watch?v=sAjKfL-upvo&feature=related>
- **Voice Lessons, Proper Posture, Vocal Training, How to Sing**
- <http://www.youtube.com/watch?v=WgoQ9S2O8kU&feature=related>
- **Voice Lessons, Sing and Speak with Clear Diction**
- <http://www.youtube.com/watch?v=PCeFjCetvlw&feature=related>

### 3. Radio broadcast

- Read the following news with the tone given.(Remember not to communicate the tone assigned to you or your group).

#### News:

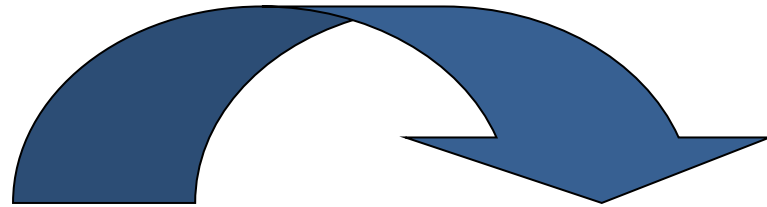
- **(CNN)** -- A trove of documents the U.S. Navy SEALs took from the Pakistan compound where they killed Osama bin Laden in 2011 was published Thursday morning on the website of the Combating Terrorism Center. (**Tones:** surprising, enthusiastic, disappointing)
- “Kids have no voice. Everyone pretends to care, but it is never true, and it’s the children who are being blamed for all the failings in the education system,” filmmaker Cevin Soling told FOX411’s Pop Tarts column. “People do not learn when they are in such an autocratic environment.” ...the Documentary Channel, paints the picture of an increasingly authoritarian and paranoid school system that is failing its students, stripping them of their civil liberties and constitutional rights. (**Tones:** sadness, approval, disapproval)



# Corporal language

- WILLIAMS SHAKESPEARE WROTE:

***“ALL SPEAKERS GIVE TWO SPEECHES AT THE SAME TIME: THE ONE THAT IS HEARD AND THE ONE THAT IS SEEN.”***



# Corporal language

- Posture talks: it tells how you feel about yourself
- Eye-contact: look your audience in the eye
- Facial expression: smile (a small, natural one!)
- Movement: keep your hands at your sides. Walk your space
  - move a ‘little’ or accordingly

# Corporal language

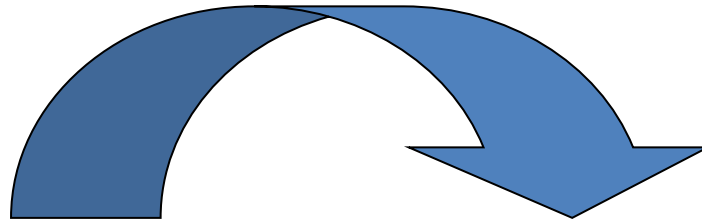
- Gestures: emphasize important point of your speech by using gestures.
  - Size: show the width or height of an object by using your hands.
  - Enthusiasm for an idea: punch the air with your fist.
  - Symbolic action: wave your hands.
  - Location: point your index finger to show a location on a map.
    - Use your hand in a sweeping motion to show a wider area.

# TIPS ON “GAME DAY”

- Visual aids: eye-catching, but **NOT TOO MUCH** colorful visual aids.
- Intonation: asking me or telling me??? Keep the appropriate inflection.
- Discard disclaimers and apologies: they make speakers sound unsure of themselves. Avoid beginning speeches with: I’m sorry ... or I’m not an expert in....
- Vocal fillers: they distract from the speaker message. Assertive, confident speakers know the importance of deliberate silences → silence is golden

# TIPS ON “GAME DAY”

- Write for the ear:
  - Adapt written texts or outlines for presentations.
- Well-written information that is meant to be read does not work as well when it is heard:



# TIPS ON “GAME DAY”

- Which one would you rather hear?
- ***“The facilitation of a listener’s comprehension of information can be better accomplished by the speaker’s utilization of succinct words.”***
- ***Or,***
- ***“Listeners understand information more easily when a speaker uses short words.”***

# TIPS ON “GAME DAY”

- Good speakers use short sentences:
  - Good length → a sentence in one breath.
- Sentences under fifteen words.
- Unnecessary words detract from your message.
- Long sentences are difficult for listeners to follow and hard for speakers to say.

# Corporal language

Dress appropriately: ***DRESS CODE***

– Audience and comfort.

- NO tight constricting clothes.
- NO jeans or any CASUAL clothes.
- Wear comfortable shoes (NO tennis or casual shoes are allowed).
- Avoid jewelry.
- Avoid strong perfumes.

# Corporal language

- Wear serious, formal, **traditional** clothes.
  - Suit / Cardigan
  - Blouses / Shirts
  - Tie
  - Trousers/skirts
  - Shoes rather than sandals (Not too high or flats)

# Corporal language

## **FIVE WAYS TO RADIATE CONFIDENCE**

- Keep your spine straight and rotate your shoulders back.
- Keep your head erect.
- Keep your hands at your sides with your fingers open or slightly curled.
- Keep both feet flat on the floor and slightly apart.
- Be careful when using a lectern.
  - Do not bend or lean on it.
  - Stand naturally
  - Gently rest your hands on the sides of it.

# Corporal language

- Remember your speech starts before you even say a word one word!
- Audience watch you as you walk to the front of the room!!!
- They form an impression about your level of confidence, of your ability, and your credibility during your short trip to the podium:

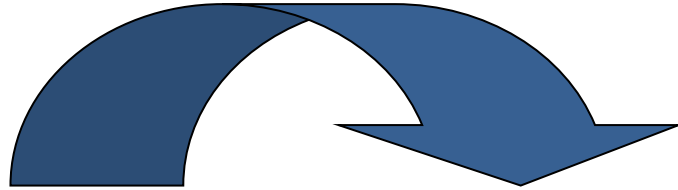


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# Corporal language



- **Walk the walk of the matador!!!**

Manolo Martín-Vásquez a famous spanish matador said:

– *“The most important lesson in courage is physical, not mental”*

- So, walk the walk of the matador!!!

# EXERCISES: Activity # 1

1. Focus on your partner's left eye for four seconds.
2. Shift your focus to your partner's right eye for four seconds.
3. Look at your partner's entire face for four seconds.
4. Glance at your partner's nose for four seconds, chin for four seconds, and forehead for four seconds.
5. Repeat steps 1-4 providing short information about yourself

## EXERCISES: Activity #2

- Walk to the front of the classroom with your head up, your spine straight, and your shoulder back.
- Spend a few moments standing at the lectern making good eye contact with your audience.
- Provide short information about yourself
- Walk back to your seat with your head up, your spine straight, and your shoulders back.

## EXERCISES: Activity # 3

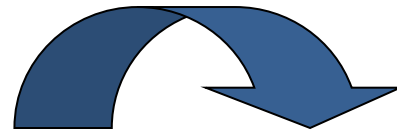
- Walk the walk of the matador to the front of the room.
- Greet your audience.
- Speak for 1-3 minutes about yourself (self-introduction) and about the 'Walk of the matador': (or your voice power activity)
- Manolo Martín-Vásquez a famous spanish matador said:
- ***“The most important lesson in courage is physical, not mental”  
So, walk the walk of the matador!!!***
- As you speak:
  - Move your eyes from one section of the audience to another.
  - Look at one person for four to five seconds, the another person for four to five seconds.
  - Repeat (summary) the importance of walking as “the matador”
  - Thank your audience

# Speaking vs. Communicatin

Remember:

"He who fails to prepare is preparing for failure.

SO,



Prepare, prepare, prepare to  
actually communicate“



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# *Thanks*