

Communicating effectively worksheet



**ASSIGN
BUSTER**

1. Briefly explain the five choices speakers can make. How do these elements determine a speech's success or failure?

The five choices a speaker can make are invention, arrangement, style, delivery, and memory. Invention is producing resources during studying, research and providing a conclusion and which the ideas of the speech are supported clearly. Arrangement is organizing resources for the key point, the links between the key point and the body of the speech, provides the flow of the material. Delivery is transmitting a speech in a way that the audience can submit to, such as gestures and facial movement of the presenter and listeners. The style is how the speech is presented and delivered to the listeners to make it memorable. This is critical when acknowledging key points thought out the speech. Memory is reassuring all key points are presented and supported. The presenter outlines the speech and the order that it is to be discussed. These elements determine a speech's success or failure, depending on the presenter's approach.

2. What role does the delivery method (e. g. online, video conferencing, face-to-face, conference room) play in constructing a presentation?

The delivery method can change depending on how the presentation will be given. For example if the speech is to be presented on line the presenter can record it and review it over and over to it becomes acceptable. The presenter have a chance to work out all the bugs and kinks of the speech. In addition, the presenter will be able to play it for individuals to be sure all points were covered for questions that may arise or have been left unanswered. Video conferencing still allows the speaker the opportunity to practice as if they were in a conference room, depending on the program the presenter uses,

for instance if the present using Skype, a video calling program, the presenter could then view the expressions and gestures of the audience and present slightly in the way they would if in a conference room. However, if the presenter were to use an Ipcam viewer program, the only audience to the presenter would be a camera. This may result in leaving the presenter out the loop hole with the audience. A face-to-face delivery would help lessen the anxiety because there is only one pair of eyes on the speaker. This would allow the speaker to detour the speech in a way the listener interpreted better. Delivery methods vary by the presenter approach. However, if done correctly the present can present in person, online , or even an audio record with the right skills.

3. What is the difference between hearing and listening? What are some strategies you could employ to improve your listening skills? What does it mean to listen critically?

Hearing is merely the act of identifying sound through the ear. If a person is not hard of hearing, hearing just occurs. Listening, on the other hand, is something a person willfully decides to bother. Listening necessitates attentiveness so that the mind developments importance from words and sentences. Hearing goes in one ear and out the other and listening leads to learning. Some strategies that could employ to improving listening skills includes providing consist of eye contact speaking slow, attentiveness and gratitude.. Maintain eye contact helps the listener to focus on the speaker. Being slow to speak helps the listener gain more insight of what the speaker is saying. Being attentive helps show the speaker that the listener is interested and what is being presented. Showing gratitude and stay in tune

with the readers helps the listener understand the information that is received. Allowing the mind to wander would be disrespectful to the presenter.

4. What are the parts of a speech? Describe the role each part plays in an effective presentation. The three parts of speech consist of the introduction, body, and conclusion.

The introduction plays a key part in the presenter's speech. This will allow the presenter the chance to sell him or herself within the first few minutes. In the first few minutes the audience will decide whether or not the speech will be worth listening to or in some cases even worth hearing. The introduction is used to state the purpose of the speech, get the audience's attention. In addition, it gives the audience an outline of the speech. The body is the area where the presenter will discuss the topics and give supporting facts. The conclusion is where the presenter repeats the purpose of the speech while only hitting all the key points of the argument.

5. What are some ways to use your voice and body effectively when giving an oral presentation? In which areas do you need to improve? A presentation is not a written essay. When presenting a speech, do not try to remember every word that you wrote down. Instead, only remember the outline and the order the speech follows. Use index cards if needed. The purpose is to provide clear and direct attention to the audience. Speak loud enough so that the people in the back can hear you clearly, even if it means leaving your comfort zone. Remembering to speak slow and clear and watch your vocabulary. Not everyone is interested in big words, too many of them could leave the audience confused.

The areas I could improve are my whole approach to presentations starting with eye contact and ending at the conclusion. Second, “ Um.”, always manages to take control whenever I present.