

Q) What are the essentials of effective speaking?

Ans → The essential of effective speaking are Do not try to get rid of our fears, treat it as our constant companion which keeps us trying to do our best.

(2) Determine what we want the audience to think feel or do.

(i) What is our objective in the speech.

(ii) This should be simple

enough on the backs of a simple and business card to write down the message of the speech on the back of a business card.

(3) Write speech word for word:

(i) The purpose is not so that we can memorize our speech.

(ii) The purpose is so that we can edit it.

(4) Bring life to the words with colourful images and examples.

(i) This is where style becomes apparent

(ii) choose those words which awakes the audience's own imagination so that they start to experience what we are saying rather than just hearing.