



TOWARDS EFFECTIVE SPEAKING

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Overview

One of the **first important elements** of speaking I learned in my Toastmasters club, was how distracting it was for listeners to hear me use “**ah’s**” and “**um’s**” in my speech habits.

I never noticed **that habit** before because almost everyone outside of being a member of Toastmasters does it. We learn it as a child from those that speak to us. It’s a terrible habit, but it can be **overcome**.

Here are my thoughts about the topic.

Speech vs. Conversation

A speech **is not a conversation**. It is a presentation of a viewpoint from a single speaker to one or more listeners.

A speech is better received by the listener if the words are spoken with **clarity of purpose** for every intended sentence.

Plan and practice your speeches **several times aloud**, without notes, using gestures, to familiarize yourself with the content you want to convey.

Unintentional Pauses

Unintentional pauses, such as “**ah’s**” and “**um’s**”, provide listeners with the **undesirable opportunity** to drift their attention away from the speaker.

The drifting of attention leads to self-absorption, each new incidence taking the listener **further away** from completely receiving the speaker’s message.

Key value points of a speaker’s message **may be lost** simply due to the drifting of listeners’ attention spans, caused by unintentional pauses by the speaker.

Intentional Pauses

An intentional pause is known as **silence**.

An effective speaker has learned how to avoid unintentional pauses by **practicing intentional pauses** during normal **conversations**.

The replacement of unintentional pauses with intentional pauses during normal conversations prepares a person to be a **more effective speaker** in all speaking situations.

Benefits Of Effective Speaking

An effective speaker uses **intentional pauses** along with other speaking skills.

Listener's will appreciate the focus and attention they give to an effective speaker because they are getting **good value** in return from the experience.

Effective speaking in all situations encourages **better retention** of what was imparted to the listeners.

Toastmasters Teaches Effective Speaking

Toastmasters International, Inc., has clubs in nearly every nation. Each club provides the **proper path** towards improving speaking skills for its members. Every club welcomes guests because very often guests become new members.

If you would like to become a more effective speaker, then visit a local Toastmasters club and begin the process of **improving your speaking skills**.

p.s. You'll learn **leadership skills** at the same time too!

The End

Thank you for your interest.

Links:

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