

ASPECTS OF PROPER SPEECH DELIVERY IN PUBLIC SPEAKING

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ABSTRACT

Public speaking skills are considered valuable in today's competitive environment. Most poor presenting is the result of bad habits such as not making eye contact with the audience or muttering to oneself instead of speaking clearly. The speaker may not even realise that they are doing these things. Therefore, it is important to assess the quality of one's speech with the help of a friend in order to be aware of the mistakes committed when delivering a speech. Based on parameters such as voice, pace, clarity and modulation one can assess the quality of the speech delivered and can improvise in the problematic areas. Proper utilization of speaking situations and tools used while speaking can help in the rendering of a proper speech and communication of the message clearly to the audience. Most aspects of communication can be improved rapidly with practice.

KEYWORDS: Public Speaking Skills, Voice, Pace, Clarity, Modulation, Speaking Situations and Tools