

WHAT ARE THE STEPS OF EFFECTIVE ORAL COMMUNICATION?



Step 1: Planning and Preparation

Identify the Purpose and Audience:
Determine your communication's goal and understand your audience's background and interests.



Step 4: Using Nonverbal Cues

Body Language and Eye Contact:
Reinforce your message with gestures and maintain eye contact for engagement.



Step 2: Crafting the Message

Organize Thoughts and Language:
Structure your message effectively and choose language suited to your audience and objective.



Step 5: Active Feedback

Encourage and Listen to Feedback:
Invite audience interaction and actively listen to their responses.



Step 3: Delivering the Message

Articulate with Clarity and Modulate Voice:
Speak clearly and use tone variations for emphasis.



Step 6: Reflecting and Adjusting

Self-Reflection and Adaptation:
Reflect on your performance and adapt based on feedback and effectiveness.

Basics Of Oral Communication

SA Adler



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