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# Oral Communication



**MS. SUHA JAWABREH**

**LECTURE # 21**



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# Modes of Delivery



-There are four methods of delivery:

1. Manuscript
2. Memorization
3. Impromptu
4. Extemporaneous

# Manuscript



## 1. What is a manuscript speech?

-In a **manuscript speech**, the speaker reads every word from a pre-written speech.

## 2. When do we deliver a speech in the manuscript format?

-Use the manuscript format when delivering a speech that will appear in official records or conference proceedings.

- However , use the manuscript as a **support** and avoid reading it word-for-word.



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### 3. What are the problems of the manuscript format?

- Eye contact, vocal variety, and facial expressions help engage your audience. When your attention is directed at a piece of paper, these delivery skills suffer.
- If you read directly from a manuscript, your audience will get bored.



## 4. How can we counteract these problems?

-You can counteract the problems of the manuscript format by focusing on key phrases and practicing your speech repeatedly.

-Highlight key words on your manuscript. As you read through your speech, glance at the highlighted words to remember which idea comes next



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- When you practice your speech, don't attempt to memorize every word. Instead, thoroughly familiarize yourself with the substance of your speech and the sequence of your main points.
- Although your speech will vary somewhat from the manuscript, it will sound more natural.



# Memorization



- A fully memorized speech usually sounds as mechanical as one read from a manuscript.
- This method is **seldom** used or recommended anymore.
- If you choose to memorize a speech, keep it **short** and work to add inflection to your voice.
- When practicing a speech that must be memorized, remember to include expression in your voice.



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# Impromptu



- Use the impromptu method when you give a **short** speech with **little** or **no** time for preparation.
- Even in an impromptu situation, pause to organize your speech. Focus on your main point, proof to support your main point, and a conclusion.





# Extemporaneous



-The **extemporaneous speech** is a **carefully planned and prepared** speech.

-It is usually given from brief notes or a speaking outline.



-Most people who speak in public often prefer the **extemporaneous** method of delivery. WHY?

1. It appears more **spontaneous** than a speech read from manuscript or memorized.

2. It allows the speaker more room to adapt to the situation and engages the audience more.

-Yet, the speaker retains control over the content of the speech, which has been rehearsed.



# Spontaneous Versus Impromptu Speaking



- Most dictionaries equate extemporaneous and impromptu speaking, suggesting that both are “speaking off the cuff” with little or no preparation.
- Those who teach public speaking skills have long maintained there is a difference. They do define impromptu speaking as speaking off the cuff with little or no preparation.
- They define extemporaneous speaking as speaking that appears to be off the cuff and therefore spontaneous, but that requires preparation and rehearsal—especially to be effective.



# Communicate effectively in English



## 5 Speaking Rules you need to know!

### 1. Don't study grammar too much

-If you want to pass examinations, then study grammar.

-However, if you want to become fluent in English, then you should try to learn English without studying the grammar.



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- Studying grammar will only slow you down and confuse you. You will think about the rules when creating sentences instead of naturally saying a sentence like a native.



## **2. Learn and study phrases**

- some students know a lot of words, but they cannot create a proper sentence.
- The reason is because they don't study phrases. When children learn a language, they learn both words and phrases together. Likewise, you need to study and learn phrases.



## Don't translate

- When you want to create an English sentence, do **NOT translate** the words from your Mother tongue.
- The order of words is probably completely different and you will be both slow and incorrect by doing this. Instead, learn phrases and sentences so you don't have to think about the words you are saying. It should be automatic.



### **3. Reading and Listening is NOT enough. Practice Speaking what you hear!**

Reading, listening, and speaking are the most important aspects of any language. The same is true for English. However, speaking is the only requirement to be **fluent**.