



Speaking

The oral transmission of information or ideas

GETTING STARTED Speaking clearly and effectively

STEP

0

I speak clearly to someone I know

What is speaking?

How do we know if we are speaking clearly?

STEP

1

I speak clearly to small groups of people I know

What is different about speaking to a small group rather than an individual you know?

How can you speak clearly in front of a group?

STEP

2

I speak clearly to individuals and small groups I do not know

What is different about talking to people you don't know?

Which do you find easier – talking to people you know or don't know?

How do you speak clearly in front of people you don't know?

STEP

3

I speak effectively by making points in a logical order

What do we mean by putting ideas in a logical order?

How do you think you can put things in a logical order?

STEP

4

I speak effectively by thinking about what my listeners already know

Why is it helpful to know what your listeners already know before you speak?

How can you find out what listeners already know?

STEP

5

I speak effectively by using appropriate language

How does the language we use change in different settings?

Why is it so important to use the right language for the setting you are in?

STEP

6

I speak effectively by using appropriate tone, expression and gesture

What is tone, and how can it vary?

What effect can different expressions and gestures have on a listener?



Speaking

The oral transmission of information or ideas

INTERMEDIATE Speaking engagingly

STEP 7

I speak engagingly by using facts and examples to support my points

What are facts, and what are statistics?

How can you build facts and statistics into speaking?

STEP 8

I speak engagingly by using visual aids to support my points

What are some examples of visual aids?

What are the advantages and disadvantages of using visual aids when speaking?

STEP 9

I speak engagingly by using tone, expression and gesture to engage listeners

How can you use tone, expression and gesture to make your speaking engaging?

Are there things that you should avoid?



Speaking

The oral transmission of information or ideas

ADVANCED Speaking adaptively

STEP 10

I speak adaptively by changing my language, tone and expression depending on the response of listeners

How do you know what someone listening to you is thinking or feeling?

How can you adapt your language, tone and expression to your audience's reaction?

STEP 11

I speak adaptively by planning for different possible responses of listeners

When is it helpful to think ahead about your audience's possible responses?

What is negotiation?

What do you need to know before you start a negotiation?

STEP 12

I speak adaptively by changing my content depending on the response of listeners

Why is listening an essential part of negotiation?

How can you adapt the content of what you are saying, in response to listeners?



Speaking

The oral transmission of information or ideas

MASTERY Speaking influentially

STEP 13

I speak influentially by changing the structure of my points to best persuade the listeners

What does influence mean?

How can we change the structure of our points to be influential?

How can it be helpful in wider life too?

STEP 14

I speak influentially by changing the examples and facts I use to best persuade the listeners

How can you use facts and examples to support being influential?

How can you adapt how you use examples and facts in response to your audience?

STEP 15

I speak influentially by articulating a compelling vision that persuades the listeners

What do we mean by a vision?

Why can a vision be a powerful part of communication?

How can you persuade your listeners to support you?