



Tips to Help Your Listeners

Try these helpful strategies!

- Speak slowly
- Speak loudly enough
- Pause after thought groups – pause longer than you think you should
- Put emphasis on and feeling into the important words
- Articulate clearly at the front of your mouth.
- Organize/prepare your thoughts.
- Introduce the topic well.
- Explain new or difficult words or concepts / give examples to help you explain.
- Explain words that you know you may be mispronouncing / give examples to help your listeners understand.
- There is much more repetition in spoken language than written language, so build in natural repetition of key points. You can say the same point again more slowly with more emphasis. You can say the same point again in different words.
- Spoken language is simpler than written, so simplify! Use simple grammar, use simple vocabulary, use spoken language not book language.
- Use transition words and phrases to help your listeners follow your sequence of ideas.
- Relax and smile when you talk.
- Connect with your audience – make eye contact and ask questions to involve your listeners and check that they have understood you

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