

Q1. What are the 4 factors to consider on public speaking?

Ans. 1. Voice control:

- Your voice is the most basic communication tool you possess.
- Learning it to use it properly is key for improving your public speaking.
- Diaphragmatic breathing is a useful voice control technique.

2. Body Language:

- Your body language is the combination of your gestures, facial expressions, and movements.
- It's an integral part of how we communicate.
- It helps your audience better understand the nuances of your message.

3. Delivery

- Delivery is the way you speak.
- Good delivery is essential for your audience to understand your speech.
- Speak at the speed of a normal conversation.
- Avoid speaking too quickly because people will get lost in what you are saying.

4. Audience relations

- If you want your audience to listen to you, you need to engage them from the beginning.
- Smile and greet the audience.
- Thank them for being there. This will humanize you and establish a conversational tone.



Q2. What is body language and how <sup>is</sup> it important in public speaking?

Ans. • Your body language is the combination of your gestures, facial expressions, and movements.

→ Importance:-

- It's an integral part of how we communicate.
- It helps your audience better understand the nuances of your message.
- If your body language contrasts with what you want to transmit or seems incoherent, your speech will be confusing.
- Once you confuse people, you lose them.
- Hence, incorporating good body language is important in public speaking.

Q3. What is voice modulation and why is it important in public speaking?

Ans. • Voice modulation is the most basic communication tool you possess.

- Learning to use it properly is key for improving your public speaking.

→ Importance:-

- We can change our message by varying ~~for~~ our voice pitch, tone, words and rate of speed.
- Our audience knows us through our way of speaking.
- We connect with them through our voice.
- So it is crucial to know how the voice tone, pitch and other factors will have an impact on them.



Q4. What are the five C's of effective communication?

Ans. → The 5 C's of public speaking:-

1. Clarity:

- Clarity is the foundation of effective communication.
- Without clarity, your message or information will be lost or will have less of an impact than you want.

2. Conciseness:

- Conciseness and clarity go hand in hand.
- You should always craft a message that is clear and succinct.

3. Consistency:

- Be consistent in every way with your communication.
- Create a consistent tone and style of communicating so that your team or audience gets familiar with you and always knows what to expect.

4. Connection:

- The 4th C, connection, is built through the first 3 C's.
- Once you have clarity, create a concise message and become consistent in your communication style, you are able to build connection with your audience or team.

5. Confidence:

- The fifth C is really the product of the other 4.

- Confidence is earned as a result of implementing the previous 4 C's as well as through regular practice and analysis of your communication.