

WHAT ARE THE STEPS OF EFFECTIVE ORAL COMMUNICATION?



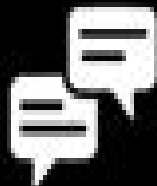
Step 1: Planning and Preparation

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



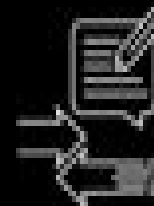
Step 4: Using Nonverbal Cues

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



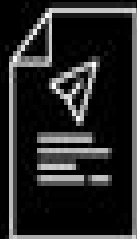
Step 2: Crafting the Message

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.

Effective Oral Communication Special Edition For The University Of Akron

Clemens Wendtner



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