

# WHAT ARE THE STEPS OF EFFECTIVE ORAL COMMUNICATION?



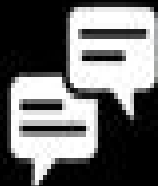
## Step 1: Planning and Preparation

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



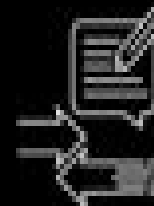
## Step 4: Using Nonverbal Cues

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



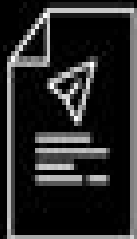
## Step 2: Crafting the Message

*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

**Katrin Zwirgmaier**



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