

Oral Communication Skills: Choices and Consequences

Oral communication skills are essential for success in both personal and professional life. They allow us to express our thoughts and ideas, build relationships, and persuade others. However, the choices we make when communicating orally can have a significant impact on the outcome of our interactions.



Oral Communication: Skills, Choices, and Consequences by Kathryn Sue Young

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In this article, we will explore the different choices we make when communicating orally and the consequences of those choices. We will also provide tips for improving our oral communication skills.

The Choices We Make

When we communicate orally, we make a number of choices, including:

1. **The words we use.** The words we choose can convey our meaning clearly or they can be confusing or ambiguous. It is important to choose words that are appropriate for the situation and the audience.

2. **The tone of voice we use.** Our tone of voice can convey our emotions and attitudes. It is important to use a tone of voice that is appropriate for the situation and the audience.
3. **The body language we use.** Our body language can communicate our nonverbal messages. It is important to be aware of the body language we are using and to use it effectively.
4. **The way we organize our thoughts.** The way we organize our thoughts can make our message easier or more difficult to understand. It is important to organize our thoughts logically and to use clear and concise language.

The Consequences of Our Choices

The choices we make when communicating orally can have a significant impact on the outcome of our interactions. For example, if we choose to use words that are confusing or ambiguous, our message may be misunderstood. If we use a tone of voice that is inappropriate for the situation, we may offend or alienate our audience. If we use body language that is negative or closed off, we may make our audience feel uncomfortable or unwelcome.

In contrast, if we make positive choices when communicating orally, we can increase our chances of success. For example, if we choose to use words that are clear and concise, our message will be more likely to be understood. If we use a tone of voice that is appropriate for the situation, we will be more likely to engage our audience. If we use body language that is positive and open, we will be more likely to make our audience feel comfortable and welcome.

Tips for Improving Your Oral Communication Skills

There are a number of things you can do to improve your oral communication skills, including:

1. **Practice regularly.** The more you practice speaking, the more confident and effective you will become.
2. **Be aware of your audience.** When you are speaking, it is important to be aware of your audience and to tailor your message accordingly.
3. **Use clear and concise language.** Avoid using jargon or technical terms that your audience may not understand.
4. **Organize your thoughts logically.** When you are speaking, it is important to organize your thoughts logically and to use clear and concise language.
5. **Use visual aids.** Visual aids can help to make your message more engaging and easier to understand.
6. **Get feedback.** Ask for feedback from your audience so that you can improve your communication skills.

Oral communication skills are essential for success in both personal and professional life. By making positive choices when we communicate orally, we can increase our chances of success. By practicing regularly and getting feedback from our audience, we can improve our oral communication skills and become more effective communicators.

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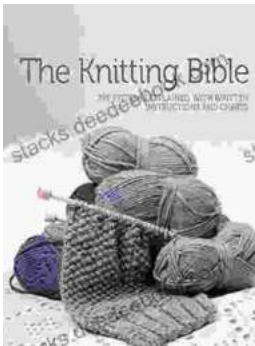
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