

A cartoon illustration of three children with orange, brown, and blonde hair, all smiling and holding a large black sign. The sign has the words 'SPOKEN ENGLISH' written in white, bold, serif capital letters. The sign is underlined. The children are standing behind the sign, and their legs are visible at the bottom. There are two pieces of white chalk on the floor in the bottom right corner.

SPOKEN ENGLISH

How to be a powerful speaker?



**Great work is done by
people who are not afraid to
be great.**



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➤ **Good communication in the workplace is just as crucial for the success of a low-level employee as it is for someone in management.**



➤ **However, for those who aspire to move up the corporate food chain, learning how to speak like a leader becomes even more important.**



Here are a few tips
for anyone—
whether entry level
grunt or C-level
honcho—to keep in
mind:



1. Speak positively

- ✓ **Staying positive is one of the most important criteria for promotion.**



✓ **People who can put things in a positive light are proactive and tend to be well liked by their colleagues.**



✓ **Even while discussing a potentially negative topic, a positive speaker will always attempt to come up with solutions.**



✓ **Contrast this with the person who simply reports the negative situation without providing any helpful hints or strategies to deal with it.**



✓ **This kind of person will almost certainly be seen as a whiner or complainer—not exactly leadership material!**



2. Think before you speak

✓ Thinking of what you're going to say ahead of time is essential.



✓ **Who hasn't made the mistake of jumping in and speaking too hastily, and harmed someone or revealed confidential information in the process?**



✓ **Crafting your thoughts before you open your mouth will prevent you from saying things that you regret or don't mean (politicians make this mistake all the time).**



✓ **The French have an expression for this:
Tourner sept fois sa langue dans sa bouche (“Roll your tongue seven times in your mouth before you speak”).**



3. Finish each thought before moving on

**✓ The pace of business has
never been faster,.**



✓ **By slowing down and wrapping up each topic before moving on, you will present yourself as a thoughtful and measured person.**



✓ **This approach will also make your colleagues feel more involved in what's going on.**



4. Prepare your speeches

- ✓ **A good speaker recognizes that preparation for a speech is often more important than the speech itself.**



✓ **Flesh out the outline of each presentation in advance, grouping your thoughts in a logical hierarchy.**



✓ **Index cards are a great way to do this because they can be easily sorted and moved around.**



✓ **If you feel uncomfortable with public speaking (as many people do), you can rehearse the presentation in front of friends and family.**



✓ **A good rehearsal confirms that the content, language, and pacing are all in place and ready to go.**



✓ **With every speech, always start with summarizing the presentation and announcing how long it is going to last.**



✓ **Finally, always finish on a positive note.**



How to Speak to a New Employee?



- **We're thrilled to have you on board. How can we make you feel at home?**
- **I can see that you're already fitting in just great.**



- **Soon you'll be just like one of the family.**
- **I don't know of anyone who has fit in so quickly!**



- **After a couple of hours you'll feel like an old timer, I promise.**
- **Great to have you working with us. Let me show you around.**



- **Don't worry. We'll show you the ropes until you feel more at home.**
- **It's okay to feel overwhelmed on your first day. You'll get over it.**



- **We all have to do our best to fit in here.**
- **Let's make this as painless as possible, okay?**



- **I'm sure you'll figure everything out on your own.**
- **I hope you're not one of those know-it-alls.**



- **If you have any questions, let me know. Otherwise, you're on your own.**
- **Try not to get yourself fired and you'll be fine.**



- **Just keep your head down and don't be a know-it-all.**
- **Well, you've certainly got a lot to learn.**



- **I like to throw the newbies into the deep end to see if they can swim. Don't take it personally.**
- **Oh great, another new hire.**



- **Let me see if there is anyone I can pawn you off to.**
- **You've got some big shoes to fill. I hope you're up for it.**



➤ **Even though you're new, try to at least act like you're interested.**





THANKS

