

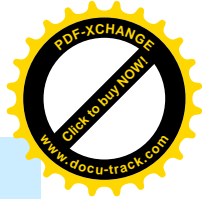
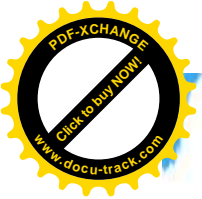
# ORAL COMMUNICATION

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*Business Speaking*



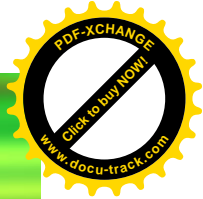
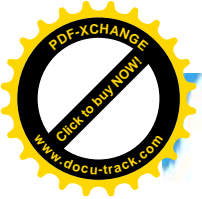
**MUSTHOFA HADI, SE**  
[musthofa@email.com](mailto:musthofa@email.com)



# GENERAL GROUND RULES

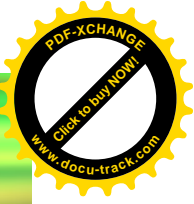
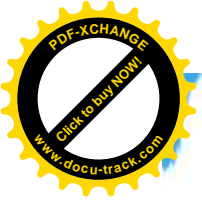
## *Spoken or Oral Communication*

Some Possible Ground Rules	Conversation (Telephone or Face to Face)	Interview	Meeting	Presentation
Receiver may interrupt and/or seek clarification	Yes	Yes	Yes	No
Participants may change the subject	Yes	Sometimes	Yes	No
One person may talk for extended periods	No	No	No	Yes
Participants have equal opportunity to initiate ideas	Yes	Sometimes	Yes	No
Sender presents supporting data of considerable detail with conclusion	Sometimes	No	Sometimes	Yes



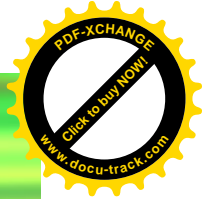
# APPLY BASIC CONVERSATION SKILLS

- **Have something to talk about**
- **Be well read**
- **Find your conversation partners interest**
- **Practice conversation starter and sustainers**
- **Practice conversation closers**
- **Be willing to make time for conversation**



**Small talk and good conversation skills can build closer relationship and solidify friendship.**

**When starting conversations with people you don't know well, avoid sensitive topics.**

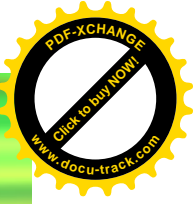
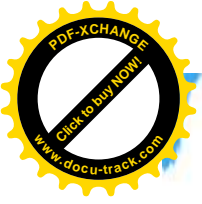


# Speak Clearly

**Good Articulation,-** saying words clearly and correctly.

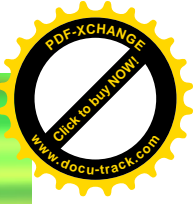
**Vary voice volume, pitch, and rate to hold your audience's attention and interest.**





# Speak Expressively

**Different emphasis changes a sentence's implications and meaning, so be sensitive to your inflection**

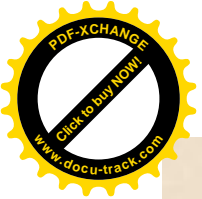


# Pay Attention to Timing

The 'pause' can be a powerful emphasis tool.

Pause help refocus the audience's attention, so learn to use them wisely.

**BUT,** *minimize verbalized pauses, such as 'um', 'uh', or 'you know'.*



**THANK YOU**