

**PRACTICE 5**  
**ORAL PROFESSIONAL COMMUNICATION IN A FOREIGN**  
**LANGUAGE**

**PART 1**

*Task 1 [11] Here are some school subjects but the letters are mixed up. What are the subjects?*

‡ *Example.* MGREAN ..... German

1. TAHMS.....
2. IRTHOSY.....
3. NISGEHL.....
4. HOGTCEYNLO.....
5. EHGORAGPY.....
6. RAT.....
7. SIMCU.....
8. CNECSEI.....
9. EHNFCR.....
10. NEOCCIOSM.....

⌘ *Task 2 Fill in the gaps in the text. Make the abstract [7]*

**PART 2**

⌘ *Task 1 Here are some key tips for improving the effectiveness of your public speaking [4]*

Here are a few key tips for increasing the effectiveness of your oratorical delivery.

**1. Master the pause.** Most people are so nervous when they get up to speak that they rush through the whole thing. But they are losing out on employing one of the most powerful oratorical techniques – the pause. A pause can add a bit of dramatic flair to a statement or it can help the audience really drink up an idea. The key with a pause is timing. Use it only in spots where it will be effective – places where you really want to highlight what comes after the pause. “*Hello (pause) my (pause) name is (pause),*” would not be such a time. Practice inserting pauses in your speech to find what works.

**2. Watch your body language.** When you are speaking, your voice is not the only thing talking. Your body is also communicating. Your posture, head tilt, and the way you walk on stage all convey a message. Some occasions may require that you carry yourself in a more formal and stiff manner, while other occasions will require a more laid-back approach.

**3. Vary your tone.** Nothing will put your audience to sleep faster than a visit from android man from the year 2050. Short-circuit the flat, monotonous robot voice and keep things interesting by adding vocal inflections as you speak. Use inflections to reveal that you're asking a question, being sarcastic, or conveying excitement. You might even exaggerate your inflections when delivering a public speech as many people have a tendency to get timid in front of an audience.

**4. Let gestures flow naturally.** If used effectively, hand gestures can give added emphasis to your words. If used incorrectly, you will end up looking like an octopus having a seizure. Do not overthink hand gestures; just let them flow naturally. You might want to have someone watch you practice the speech to make sure your gesticulations are not distracting. If they are, adjust accordingly, but do not obsess about it; they are part of what makes you unique as a speaker.

**5. Match your speed with your emotion.** How fast or slow you speak can affect the emotion you are trying to convey. There are six different speech speeds and the corresponding emotions they are meant to elicit. They are as follows:

- **Rapid:** haste, alarm, confusion, anger, vexation, fear, revenge, and extreme terror.
- **Quick or brisk:** joy, hope, playfulness, and humour.
- **Moderate:** good for narration, descriptions, and teaching.
- **Slow:** gloom, sorrow, melancholy, grief, pity, admiration, reverence, dignity, authority, awe, power, and majesty.
- **Very slow:** used to express the strongest and deepest emotions.

**6. Vary the force of your voice.** Force is the strength and weakness of voice. Varying the force of your voice can help express different emotions. Anger, ferocity, and seriousness can be conveyed with a strong, loud voice. This does not mean you need to shout. You just need to put a little more oomph in your voice. A softer voice can convey reverence, meekness, and humility. Varying the force of your voice can also help draw listeners into your speech. For example, by speaking softly, your audience has to work a bit more to hear you. It is almost like you are telling a secret to your audience which is a great way to emphasize a point you are making and to connect with your listeners. Like all tactics, this must be used sparingly...don't make the audience strain to hear your whole speech.

**7. Enunciate.** It is easy to trip over your tongue and slur words together when you are speaking in public. But really focus on enunciating your words as this will make you easier to understand. I have a tendency to mumble and slur words together. A trick that has helped me overcome this is practicing speaking while holding a pencil underneath my tongue. It forces your tongue to work harder as it restricts tongue movement. When you remove the pencil from underneath your tongue, you will be amazed at how much easier it is to

enunciate without the obstruction. Tongue twisters help with enunciation, too.

**8. Look your audience in the eye.** When you look people in the eye, you make a connection. But how can you look an entire audience in the eye? Well, if there are hundreds of people in your audience, you cannot. But you can at least make eye contact with a couple of them. As you go through your speech, work your way across the room making eye contact with several different people in the audience. You will get a strong connection with those people you look in the eye, but you will also give everyone else a chance to look you in the face which can help build a connection. Maintain contact for a few seconds. If it is too short, you will seem nervous and shifty. If you look too long, you will start creeping people out.

### *Task 2 Learn more about body language*

"Your body language speaks before you say a single word."

## Powerful Body Language for Professionals

**Why Body Language Matters at Work**

In the corporate world,

- ✓ Confidence
- ✓ Leadership
- ✓ Professionalism

are judged mostly by how you carry yourself, not just what you say.

**Powerful Body Language Tips for Professionals**

- 1 Maintain eye contact**  
Shows confidence and honesty.
- 2 Sit and stand straight**  
Good posture = strong presence.
- 3 Use controlled hand gestures**  
Avoid over-movement while speaking.
- 4 Smile naturally**  
A warm smile builds instant trust.
- 5 Avoid crossing arms**  
It signals defensiveness or disinterest.
- 6 Nod while listening**  
Shows attention and respect.
- 7 Control facial expressions**  
Stay calm, even in stressful situations.

★ **Pro Tip:** Strong body language makes average communication powerful.

IELTS\_9\_BAND

Make body language your superpower  
<https://youtu.be/cFLjudWTuGO?si=6GnUOzo2pvWPfDWR>

### *Task 3*



*Discuss in pairs or groups:*

1. Think and discuss your future profession. Now we only need a first impression. Add details during **INDEPENDENT WORK (Task 2)**.

2. Good presentation vs bad presentation  
[https://youtu.be/V8eLdbKXGzk?si=e\\_doTmEJZfnbFG5w](https://youtu.be/V8eLdbKXGzk?si=e_doTmEJZfnbFG5w)

3. Your relation to proverb «A picture is worth a thousand words»

4. Explain meaning of proverbs «One match can light a forest», «A gentle stream shapes rock».

### 1. Insert the appropriate word or word combination from Vocabulary:

There are as many kinds of careers as there are people. They vary greatly in the type of work involved and in the ways they (1) \_\_\_\_\_ a person's life.

The kind of career you have can (2) \_\_\_\_\_ your life in many ways. For example, it can (3) \_\_\_\_\_ where you live and the friends you make. It can reflect how much education you have and can determine the (4) \_\_\_\_\_ of money you earn. Your career can also affect the way you feel about yourself and the way other people act toward you. By making wise decisions (5) \_\_\_\_\_ your career, you can help yourself build the life you want.

To make wise career decisions and plans, you need as much information as possible. The more you know about yourself and career (6) \_\_\_\_\_, the better able you will be to choose a (7) \_\_\_\_\_ career.

Learning about oneself. People differ in what they want from a career. Many people desire a high income. Some hope for fame. Others want (8) \_\_\_\_\_. Still others want to serve people and make the world a better place.

Before you begin to (9) \_\_\_\_\_ career fields, you should determine (a) your values; (b) your interests; and (c) your aptitudes (abilities). Most people are happiest in jobs that (10) \_\_\_\_\_ their values, interests, and aptitudes.

Each person has many values, which vary in strength. For example, money is the strongest value for some people — that is, wealth is more important to them than anything else. As a result, they (11) \_\_\_\_\_ their thoughts, behaviour, and emotions on the goal of earning a high income. Other values include devotion to religion, taking risks, spending time with family, and helping others. People should understand their values prior to making a career decision. You can develop an understanding of your values by asking yourself what is most important to you and by examining your beliefs. For example, is it important to you to work as a member of a team? Or would you rather be in charge or work alone? If working alone or being in charge is important to you, independence is probably one of your (12) \_\_\_\_\_ values.

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|    | A              | B           | C            | D              |
|----|----------------|-------------|--------------|----------------|
| 1  | move           | influence   | persuade     | guide          |
| 2  | move           | interest    | disturb      | affect         |
| 3  | control        | choose      | determine    | discover       |
| 4  | amount         | mass        | volume       | supply         |
| 5  | in relevant to | g concernin | respect      | in a case      |
| 6  | hours          | moments     | occasions    | ties opportuni |
| 7  | satisfying     | delightful  | le comfortab | suitable       |
| 8  | accident       | e experienc | adventure    | incident       |
| 9  | research       | examine     | inspect      | explore        |
| 10 | fit            | agree       | change       | belong         |
| 11 | move           | meet        | focus        | follow         |
| 12 | best           | primary     | y elementar  | primitive      |

✍ **Task 3. Talk about skills you want to learn. Answer the questions:**

- **What skills are;**
- **Why you want to learn them;**
- **How you will learn them;**
- **How these skills will help you in the future?**

✍ **Task 4 Write meaning each work-phrasal verbs. Make example of sentences**

| Work-phrasal verb | Meaning | Sentence |
|-------------------|---------|----------|
| Work out          |         |          |
| Work on           |         |          |
| Work for          |         |          |
| Work with         |         |          |
| Work through      |         |          |
| Work up           |         |          |
| Work toward(s)    |         |          |
| Work around       |         |          |
| Work out for      |         |          |
| Work off          |         |          |