

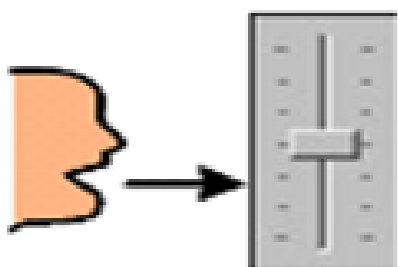
Skilled speaking



Think about what you are going to say.



Wait until listeners are ready.



Speak audibly and clearly.



Speak in whole sentences and choose words carefully.



Look at your audience.



Make sure your listeners understand. Let them ask questions.