**Matière : Anglais technique et terminologie**  *2022/2023*

*Master 1 : Hydraulique*

**Chapter III**

**Oral expression**

**1.Definition and purpose:**

The term oral expression refers to all communication carried out through the word. In man, oral expression is part of the use of an innate faculty that enables him to systematically articulate sounds and communicate. Oral expression is one of the first complex forms of human expression, whether from the history of humanity or from the history of each person . In fact, orality is a way of expressing oneself prior to the written word and it is on this that writing develops later.

**The purpose of oral expression:**

One of the benefits of developing oral communication skills is that students can develop competency in something that is very pervasive in their lives to reflect on it, to practice it, to get feedback on it so that they can become better at accomplishing their.

**2. The importance of oral expression:**

Oral expression has a primary interest in professional communication such as:

1. **Clear Pronunciation**: The message should be pronounced clearly, otherwise, the receiver may not understand the words of the sender;
2. **Brevity:** A brief message is considered the most effective factor since the receiver’s retention capacity is limited in oral communication. The sender should be as brief as possible;
3. **Precision:** The sender should ensure the exactness of the message. The only relevant issue should be included in the message and that too with accuracy;
4. **Conviction:** The sender should believe in the facts that are being communicated to others. The oral presentation should evince the confidence of the sender;
5. **Logical Sequence:** The sender should present the message logically. The points to be spoken first and what should follow to convey the meaning and motives of the sender effectively to the receiver need to be looked into;
6. **Use natural voice:** A natural voice conveys integrity and conviction. It is advised to use a natural voice in oral communication.

**3. Types of Oral Communication:**

These are the types of oral communication discussed below in detail:

**1) Face-to-Face Conversation**:

Oral communication is best when it is face-to-face. A face-to-face setting is possible between two individuals or among a small group of people in an interview or in a small meeting; communication can flow both ways in these situations. There is always immediate feedback, which makes clarification possible.

**2) Telephone:**

Telephone talk depends entirely on the voice. It does not have the advantage of physical presence. Clarity of speech and skillful use of voice is important. There can be confusion between similar sounding words like pale and bale or between light and like.

**3) Presentation:**

A presentation has a face-to-face setting. It is a formal and well-prepared talk on a specific topic, delivered to a knowledgeable and interested audience. Visual aids are used to enhance a presentation. The person who makes the presentation is expected to answer questions at the end.

It is the responsibility of the presenter to ensure that there is a clear understanding of all aspects of the topic among the audience.

**4) Public Speech:**

Public speech or lecture, with or without microphones, has a face-to-face setting, but the distance between the speaker and audience is great; this distance increases as the audience gets larger, as in an open-air public meeting.

The purpose of a public speech may be to entertain, encourage and inspire. Much depends on the speaker’s skill in using gestures and using the microphone. Feedback is very little as the speaker can hardly see the facial expressions of people in the audience. A public speech is followed by applause rather than by questions from the audience.

**5) Interview:**

An interview is a meeting in which a person or a panel of persons, who are the interviewers, ask questions from the interviewee. The purpose is, usually, to assess and judge whether it would be worthwhile to enter into a business relationship with the other.

Each side makes an assessment of the other. An interview is structured and is characterized by the question and answer type of communication.

**6) Meeting**:

Usually, a meeting involves many persons; there is a chairman or a leader who leads and guides the communication and maintains proper order. There is a fixed agenda, i.e., a list of issues to be discussed at the meeting.

Meetings are of many types, from the small committee meeting consisting of three or four persons to the large conference or the shareholders’ meeting. This type of oral communication is backed up by note-taking and writing up minutes.

**4. Methods to Improve Oral Communication Skills:**

These are some methods to improve oral communication skills:

1. *Speak in a clear, confident strong voice:*

One should speak in a confident, clear, and strong voice so that it is audible to everyone in the audience. Keep the pace of your speaking average, not very slow not very fast. While speaking, face the audience.

1. *Be coherent:*

One should speak coherently with a concentration on your subject only. Try not to be distracted from your subject, try to prevent other thoughts at that time.

1. *Avoid using filler words:*

It is better to pause for a second rather than using filler words, such as “Yeah”, “So”, “Um”, and “Like” frequent use of filler words disturbs coherence and distracts the audience.

1. *Be an active listener:*

Verbal communication is a two-way process; you should, therefore, be an active listener too. Try to understand a question/query quickly, because it looks odd to ask to repeat the question.

**5. Advantages and Disadvantages of Oral Communication:**

These are the following advantages and disadvantages of oral communication:

