



Talking and Listening

Before

Plan

- ✓ Write out
- ✓ Consider cue cards
- ✓ Consider props/PowerPoint
- ✓ Decide how formal you should be

Practice

- ✓ Rehearse at home
- ✓ Time yourself

Remember

- ✓ Everyone is nervous
- ✓ Fake it until you make it

During

Purpose/ key ideas

Explain:

- What something you've heard was trying to achieve
- The main points
- How things you've heard are similar or different

Style and tone

- Choose words and tone to suit your audience
- Let your personality shine through
- Be confident

Interaction

- Look at who you're listening/talking to
- Use appropriate facial expressions/body language
- Ask appropriate questions
- Pick out key parts
- Build on what others say
- Refer to props, PowerPoint or visual aids

Be flexible

- Use what you hear to clear up, consider or change your opinion
- Think about any role you've been given and adapt to it

Be clear

- Introduce subject matter and what you plan to do
- Speak loudly and clearly
- Use tone of voice properly
- Explain thoroughly to be understood
- Summarise and draw conclusions:
 - *Your points*
 - *Discussion*
 - *What you've heard*

Give your opinion

- With reasons and evidence

Take notes

- If appropriate, while you listen
- Organise them so you can use them

After

Decide

- ✓ Was what I heard trying to persuade or influence me?
- ✓ Are things I hear reliable?

Reflect

- ✓ What went well?
- ✓ What should I target next time?
- ✓ What should I do to improve?