

Techniques of Effective Speaking in Business Communication

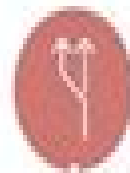
Begin with the Purpose of Speech



The speaker must carefully identify the topic and not forget the reason behind communicating that particular topic



Having a focused conversation should be the ultimate goal while speaking in a business environment



Once the speaker gets off-track or off-topic, audience interest wanes drastically

Effective Speaking

M Woodhall



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