**Speaking Strategies for Use**

**In Advanced Presentations**

1) Before you speak…

Lower your anxiety

* Deep breathing
* Positive self-talk
* Visualize yourself succeeding
* Relaxation techniques
* Feel prepared

Prepare and plan

* Identify the goal and purpose of the task
* Ask for clarification of the task if you are unsure of its goal, purpose, or how you are to do it
* Activate background knowledge; what do you already know about this situation/task?
* Predict what is going to happen
  + - * + Predict the vocabulary you will need.
        + Think of how you might get around vocabulary you do not know. Think of synonyms, antonyms, explanations, or nonverbal communication that can substitute.
        + Translate words to English any words you predict you will need but do not know already.
        + Predict structures (grammar) you will need.
        + Transfer sounds and structures from previously learned material to new situations
        + Predict the difficulties you might encounter.
* Plan your responses and contributions
  + - * + Organize your thoughts
        + Prepare your outline or memos
        + Rehearse (practice silently, act out in front of a mirror, record yourself and listen, etc.).
        + Encourage yourself to speak out, even though you might make some mistakes

2) While you are speaking…

Feel in control

* Plan your responses and contributions
* Take your emotional temperature (if you are tense, relax, funnel your energy to your brain, not your body, by laughing, breathing deeply, etc.).
* Concentrate on the task and do not get distracted
* Use your prepared materials
* Delay speaking. It is OK to take your time and think
* Don't give up. Don’t let your mistakes stop you
* Think in English
* Encourage yourself by using positive self-talk

Monitor your performance

* Think in English
* Monitor your speech by paying attention to your vocabulary, grammar, and pronunciation while speaking
* Self-correct
* Activate your new vocabulary. Don’t rely only on familiar words
* Imitate the way native speakers talk
* Compensate by using strategies: circumlocution, synonyms, guessing which words to use, making up words, using gestures
* Adjust or approximate your message. If you have a complex idea, state it simply

3) After you speak

Evaluate your performance

* Reward yourself with positive self-talk for completing the task
* Evaluate how well the task was accomplished (what was good, what needs improvement)

Plan for future tasks

* Plan for how you will improve for the next time
* Look up vocabulary and grammar forms you had difficulty remembering
* Review the strategies list to see what you might have forgotten
* Ask for help or correction
  + - * + Keep a learning log (document strategies used and task outcomes and find out what works for you!)