



Presents

ART OF SPEAKING

by

Dr. P.R. Subas Chandran, Ph.D.,



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Dr. P.R. Subas Chandran, Ph.D.,

This book is for those who.....

Are yet to write...

Wish to write...

Have been writing...

Continue writing... success stories

Life changing audios! Resolutions of rescheduling your humdrum routine life atleast an iota after reading this book? Confronting starting trouble like everyone does how to induce those thoughts into your memory system? The scientifically contrived technique, the 'Art of Altering Attitude through audio files', once listened to before hitting the bed (at the alpha hour) just for 18 days shows the way magical spell charms on you working miracles.

The pudding is in the eating. Don't have to believe your eyes or ears. For any guidance (for instance to get up on time with a smile or how to eliminate irritation, etc.) contact the undersigned; we will attune the content and facilitate you record; in fact, the tips are free of cost; the readily available piece, indeed. Service to humanity is service to Mother Nature.

Dr. P.R. Subas Chandran,Ph.D.,

Journalist,
Motivational Speaker,
Social Activist,
Psychologist,
Short Film Maker,
Biographer,

Fulfledged Scribe for Inspirational writing to students,
employees and every other individual of all age group.

Dedicated to

those who are still longing to make an impact in communication through speaking.



FROM THE AUTHOR

Art of Speaking (AOS)

சொல்லுக சொல்லைப் பிறிதோர் சொல் அச்சொல்லை
வெல்லுஞ்சொல் இன்மை அறிந்து.

[Speak such speech that no speech overwhelms the speech]

Oratory skills changed the contours of politics that history authenticates through Mahatma Gandhi, John.F.Kennedy, Martin Luther king Jr. Napoleon Bonaparte, Adolf Hitler, Abraham Lincon, M. Karunanidhi and the list is endless. Such be the power of public speaking what about our day-to-day communication?

Are we really speaking? If yes, why is there disharmony among spouses, kids, colleagues? Let alone the mass. We need to learn some rudimental formulas in speaking communication to be in the stream if not mainstream. Speaking is one of the powerful communications-be it oratory skills or common conversation- could be a merry / jarring music or a mere sound. You need not be a master of nuances of language. A simple speaking or a mesmerising speech, this book addresses how anyone could master the basic communicative skill between you and your fellow being. No exaggeration the pudding is in the eating.

All the best

(Dr. P.R. Subas Chandran)





FOREWORD

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
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Dr. Shashikala Wanjari
Vice-Chancellor

Art of Speaking

A critic wrote about the eminent writer, Oliver Goldsmith, "He writes like an angel, but speaks like a parrot'. The way we speak can create awe, and for that, we need some training. Of course, speaking is one of the powerful tools of connecting lives.

Not everyone becomes a public speaker. Nevertheless, Dr. Subas Chandran shares some useful tips like talking before the mirror, then speak to an empty audience, then to a small and later to a big audience. Yes, I too thought about it and felt, any learner, especially the student community, can follow and become a competent speaker.

I have attended Dr. Subas Chandran's motivational programmes, who has an extensive commitment to the society, made it a point that everyone should develop this art for their career enrichment.

Thank you, Dr. Chandran, for imparting training through a pocket-sized book which is very worthy of buying and reading. Wish the readers should benefit immensely for their self-development.

Shashikala Wanjari

(Dr. Shashikala Wanjari)



About the Author



Dr. P.R. Subas Chandran is a non-clinical psychologist, biographer, social activist, short-film maker and live-wire-motivational speaker. He has penned '**Aakaasameehaddu**', a compilation of interviews with 72 women officers in Swati, a Telugu weekly. 'Why Modi should become the Prime Minister', a pre-poll book (2015) with **Mr. Modi's** message was a well received publication. The author of 'Who Wrote My Destiny?', the authorized biography of former Union Home Minister, **Shri. Sushil Kumar Shinde**. People from all streams approach the author for counselling. His favourite theme is Inclusive Life, where he wants to serve the communities by unlocking the hidden potential of executives, students, and the working class. The Art series by the Life Style Dynamics – from Art of Beginning the Day to Art of Ending the Day- is his latest venture.

He is one of the Senate members of the 104-year-old SNTD Women's University, Mumbai and a visiting faculty for National Forensic Sciences University, Gujarat. He is also a resource person for Meenakshi Mission Hospital and Research Centre, Madurai and Meenakshi Hospital, Thanjavur.

ACKNOWLEDGEMENTS

This presentation reflects the Master who has sent a messenger to disseminate the message. A repository of creative people interspersed with worldly wisdom from mundane to spiritual fields is incorporated.

The author owes his accolades to **Dr. Shashikala Wanjari**, Vice - Chancellor, SNDT Women's University, Mumbai to have foreworded the Art of Speaking vouchsafing the contents shared.

Of course, **Dr. S. Gurushankar**, Chairman Meenakshi Mission Hospital & Research Centre deserves a more than thanks for the all round support.

The author extends his due accreditations to **Mr. Sam Rajappa** and remains in gratitude to **Mrs. Latha Sharma**, Associate Editor, for making this book a possibility.

Also, applauds Google.com, Wikipedia, the team members **Mr. Sam Arackal**, **Mr. S. Manikanda Raja** & Designing Team of MMHRC whose contribution is immeasurable in publishing the pocket-sized book.

Special adulations to the first reviewer

The author and his team gratefully acknowledges the angel's (name not to be revealed) immaculate appraisal, correcting, editing as well as amending, to have the book rendered nearly error-free.



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NOTE

This book is a compilation of wisdom from myriad sources intended to benefit the general readers, certainly not experts. Most of them are suggestive, self-experienced that readers may consult health care specialist, should they find information not in rhythm with their expectation. Moreover, the write-up is governed by the British English Language/Grammar rules. Any reconciliation with the computer language be kindly overlooked. The author and the publisher bear no responsibility for abusing or misusing the indicative measures.

Man is man because of his speech.

- William Shakespeare

Are we really speaking? I mean, are we communicating? Everyone may say 'yes', but most of us will find that we are not. Most of our conversations with one or many end up in consonance (if you happened to be the boss) or defiance (if you are not the boss). This agreement and dissention is born out of context.

Many centuries have passed by, but the debate goes on how speaking could be an art rather than simply a means for communicating..



Anecdote I

There's a particular way of saying. Once a child was asked by its aunt to go to a nearby grocer and buy betel leaves for the oldy at home. The child instead of refusing on the face only said politely, "What, I never ate any pan! I chew only the gems that you had given me last evening". In this case, actions speak louder than words.

All comic characters are witty ones too, you know. From the tales of Tenali Rama there's yet another episode. When the teacher asked if





he got everything in, in reply Tenali Rama said: “Got everything in, only the tail part of it was left”. The puzzled teacher interpreted it to be the last part of the lesson and started explaining. But the Vikatakavi, known for his use of PALINDROMES actually punned on the

comprehension. Tenali Rama, meant every part of the mouse entered the burrow in the corner of the classroom, only the tail was left behind, bewildered the teacher. So, talk should be meaningful and cohesive.

Are you interested in your well-being? Then this book shall be your friend to mould you from just speaking to the art of speaking. Between to speak and speak euphemistically, there is always a pause. If you listen to the sound of the pause, then you are the winner. If you can't still you are a learner.

Even if you are an average person, you can grow step by step learning the etiquettes of SPEAKING. Whence you eyed on this book the bent upon the mindset to one of these techniques imbibed or inspired, think you have already become a powerful speaker. Let us get set to the conversational styles.

Are you aware of the beautiful Mother Nature? Ask trees and mountains if they can talk and express like you. Ask animals and various species if they can ever speak, the answer is an abrupt ‘no’. They merely survive through sounds, which communicate better than humans do; but, only human has the gift to talk and express himself.

Today, the more captivating and inspiring communicator you are the greater will be the fanfare. There is a high possibility of your being elevated to lofty levels in an office although the company heads consider other parameters.



What is speaking?



Speaking is an irreversible art of communication that makes or mars self and others as well.

Let's keep 'Speaking' topic aside and concentrate on words for now. And what are these words, and how so they carry so much weight in our conversations? Don't you think they are the tools of expression for emotion?

A funny incident shared by Mr. Sushil Kumar Shinde, the former Home Minister, who said that a Maharashtra Chief Minister was thrown out of power for using three abusive words, 'Sund- Pund-Kund'(literal swim,surname, tank 'filth tank swumSir' indirectly meaning buffalo) against the sitting MLAs to describe them. This incident is illustrated in his biography – Who Wrote My Destiny? These three words are not abusive but unconstitutional. When Mr. Shinde shared this information during my interview, I were wonderstruck how even a Chief Minister of a state can't get away with wrongly used words.

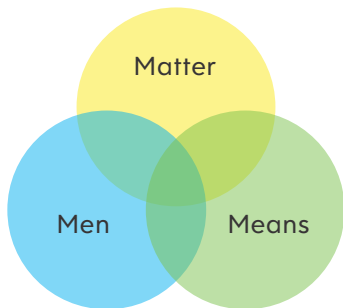
Words, words, words. What are these?

The most powerful daggers! - William Shakespeare.

The recollection of the above incident drove me to decipher that Speaking, obviously, is irreversible and has led to mention the dimensions of speaking that can act as foundation stone for being a good communicator.

I know your head is reeling with questions regarding how to talk to others at home, office, in the locality or at a social gathering.

Dimensions of speaking



Purpose: Sort your head and understand the purpose of your speech. Be informed that the speech can vary based on the purpose and accordingly varies the words and phrases you might want to use. If you are looking to communicate, you can be a cutthroat. If you are up to influence, you can add a few anecdotes and real-life incidents. Say you are willing to share knowledge; you focus more on the subject rather than irrelevant things.

Speech is the mirror of the soul; as a man speaks, so he is.

- Publilius Syrus (Roman Writer, 1st Century BC).

How many of us remember Neil Armstrong? How many of us remember Edward Buzz? While one made history, the other fell short of courage to follow orders from NASA when they had instructed him to step on the surface of the moon.

Edward Buzz was the man who was assigned to step on the moon and not Neil Armstrong. The NASA was loud and clear in communicating their command, but Edward Buzz failed to

understand while Armstrong took up the opportunity and turned legendry.

Look how improper communication or failure to understand what is communicated landed Edward Buzz a mystery and elevated Neil Armstrong to have made history.

1. Matter

Emphasise on the material, as it is the essence of communication. Any communication should have 5Ws (what, when, where, whom, why) and 1H (how). Don't you agree that the prime concern, 'What' (content) is delivered to whom when where why and more importantly, HOW makes communication effective.

2. Means

"Means justify the ends" says Mahatma Gandhi. To kalpana Chawla: "Journey matters as much as the destination". It doesn't mean a tongue of honey and a heart of gall. But, this method, methodology, strategy, technique parametric to determine how in the famous Chicago speech Swami Vivekananda opened up his address: "Brothers and sisters overseas..." that it appealed all. Dr. APJ in his swearing in, inaugural speech addressed: Entharo mahaanu bhaavulu andharikhi vandhanamulu (Salutations to all those noble gathered)

3. Men (Receiver)

Where is your speech going? Whom do you address? Are you having a one-on-one conversation or lecturing to a congregation at once? Is it the mob of Mark Antony or the elite gathering of Gopala Krishna Gokhale?

Anecdote II

There was a prominent speaker, invited by an organisation to deliver a motivational lecture. The speaker did some homework about the level of understanding of the audience, and when he went to give the lecture, the first thing he asked was, ‘Do you know what I’m going to talk about?’ The audience replied “no” and the speaker left saying that if they didn’t know, “What is the point of my talking.”



The next time, the speaker asked the same question, and the audience replied ‘yes’ to which the speaker said, “If you already know what I’m going to talk about, there is no need for me to talk” and he left.

The third time around, the audience became smarter. When asked the same question, half of them said ‘yes’ while the other half said ‘no’ to which the speaker said, “Those who know, share them with the ones who don’t know.”

This anecdote shows the importance of the receptacle. The speaker had understood that the audience’s level of understanding was beneath his level of intellect, and it wouldn’t do them much good even if he shared all his experience. He had made up his mind not to speak on every occasion.

Understand the target audience. The atmosphere changes accordingly; so will your speech be. If you’re a public speaker, you find people from a heterogeneous backgrounds and values. There is a chance that some may disagree partially and a few may disagree entirely. Be prepared to handle disagreement with tact and diplomacy.



Source

Please be instructed that the cause for information of your speech matters a lot to condition your mind in the right direction. Speaking of self-generated ideas you will become enthused and animated, but a little nervous too.

4. Channel

Choose the right medium to communicate. It could either be a phone, an audio message or direct speech. Once a senior politician happened to attend a meeting with world leaders along with Pandit Nehru. The foreign delegate said, “I look for the best from the best”. Pandit Nehru said: “I too”. The senior politician who had been there thought it’d be discourteous if he didn’t respond. So he blurted out: “I three”. It is told even an ignorant is considered wise, if remained quiet. It is pretty well deciphered it is always feel comfortable with one’s known language instead of meddling with an alien tongue.

Words are magic. They can be like delicate dew upon fresh earth or like glowing embers from a winter’s hearth. Each word should be defined and refined because, in every word, there can be truthful feeling, and with every feeling there is an undying meaning.

Speaking is an art, and it doesn’t belong to just one person or a few people. A conscious effort to tune in one’s self to coordinate thought and word. But most importantly, one needs to think twice before speaking.



Two people made a mark in history with their ability to speak. (i) the man, who ruled the Telugu film industry for decades, until he decided to quit acting and got into politics. He became the Chief Minister of Andhra Pradesh state within the next 6 months. Many people would argue that it was due to his popularity, but I'd say that he succeeded only because of his emotional and inspirational speeches at public gatherings. So much so when Nandamuri Taraka Rama Rao spoke, people sat and listened, and when he sat, people rose to ask him to speak again. The same can be said about Adolf Hitler as well. But for his speech and ability to communicate and motivate people, history would have been different.

There are times to be quiet, to speak your mind, to leave, to stay, but whatever you do, do it for the right reasons and live without regrets. Anonymous.

Have you ever heard, "Prevention is better than Cure"? I hope you would say ahahah. If you follow some of the etiquettes of speaking you will be able to overcome the pitfalls in communication.

Characteristics of avid speaking

Preparation/conditioning your being to speak is the foundation where you build your identity. Please see the audience are relaxed through the curtain raiser jokes or humorous anecdotes. Most importantly keep your face smiling if not mask a smile.



A good speaker is,

1. Sound and clear

Audibility and clarity are the twin virtues of an orator. Rather one complements the other. This is naturally supplanted by simplicity. Simplicity is the hallmark of Success. Where there is simplicity there is clarity and vice versa. Any speaker, for that matter, has to be unsophisticated, uncomplicated to be communicant.

- ✓ Raise the word, not the voice. (this defines your intention)
I love you could be mellifluous music as well like a barking dog.
- ✓ Utter word by word
- ✓ Focus on pronunciation and intonation (stress on syllabi and keywords).
- ✓ Be clear in focussing on a particular point. For instance, you'd know that your mother had called you up at 8 pm to see if you had your dinner.
- ✓ Use simple words for easy understanding (Don't be a Shashi Tharur).
- ✓ Pronounce clearly and do not swallow words (you should keep decibel levels in mind).
- ✓ Emphasise on important words or phrases.
- ✓ Avoid incorrect or inappropriate usage of words(malapropism).
- ✓ Try to avoid fillers – umm, I think, I wish, hmm, then, you know.

2. Subject Expertise

Aware of the content

- ✓ Keep target audience in mind
- ✓ Understand the topic/subject (micro or macro)
- ✓ Be simple, fluent but effective
- ✓ Use proper vocabulary and follow grammar
- ✓ Create audience friendly content to match their culture, beliefs, and value system.



3. Well Begun, Half Done?

Do you believe in this proverb? If not, give a try. The day when you start with strategic planning established by the conditioning of mind,

mouth and hand it goes smooth lest should it be a mess. Once the start of the day is triggered off well the rest of the things take their own course to fall into order as it is only the trouble with the first born as starting trouble with the engine or the writer.

- ✓ Greet properly leaving no room for ambiguity. This also makes the listeners feel special.
- ✓ Never ever forget to summarise because this helps you to get across any point you might have forgotten or the listener failed to understand.

4. Cogent, Cohesive and Coherent- unity, order & Organisation

Speech delivered though not attractive or humorous has to convey the message the deliverer intends. Comprehensive whole has its own charm amidst the listeners. With its elegance, the speech imparted thus does have a telling effect.

5. Conditioning

a. Gratitude: Gratitude is one of the most powerful words in the world. Millions of humans are deprived of speech, so be grateful to the Creator and Mother Nature for making you an able speaker.

b. Inner dialogue: The pause between “do I speak” or “don’t I speak” is what the inner dialogue is all about. If you can win the inner dialogue, you are on the path to see glory. **Don’t fear:** Holding mike should be like a romance between your mouth and the mike, but not like the one between the wife who goes to wake her foul stench husband in the morning with a kiss only to find that he hadn’t brushed his teeth before sleeping.

6. Creates Suitable Environment

While a picture may be worth a thousand words, those words will no doubt come in handy if the image is distorted or poorly understood. After all, the best way to communicate is through speech.

The four vital skills of the language - listening, speaking, reading, and writing are interconnected. Proficiency in each skill is necessary to become an all-round communicator, but the ability to speak skilfully provides the speaker with several distinct advantages.

Speaking need not bring you response but communicating does.

Anonymous.

7. Be relaxed and humorous

The world is not going to collapse today so assess the ‘humour tolerance’ levels. Without humour any amount of rich information, quotations, will not set the mind to receive.

8. Be Genuine

- ✓ Recheck the subject and never hesitate to take opinions from experts and friends.
- ✓ Always remember to speak ‘what you mean’ and mean ‘what you speak’.
- ✓ Say “I don’t know” when you do not know. You don’t have to feel ashamed of not knowing something. The world is not a perfect place and not everybody knows everything.

9. Be Confident

- ✓ Smiling face relaxes both you and the audience connecting the two.
- ✓ Eye contact is an essential ingredient in developing communication. Maintain pleasing and pleasant eye contact and avoid staring.
- ✓ Stand or sit erect and see the way your mood and mindset changes.
- ✓ Firm footing means that you are well versed and confident about what you wish to speak.
- ✓ Body language pre-disposes your speech. While maintaining eye contact with each and every audience boosts up your level of confidence. Making too many gestures with hands means you are trying to manipulate and cover up your lack of knowledge with rude gestures.

Speaking skills are critical



Whether you are talking over phone, attending video conference, seminar, webinar, conference call, or at a live event, speaking is the #1 form of impact that you can make in your life and business.

When you speak the truth, you add value to the people around you. Your respect, income or credibility is directly proportional to the value you add to people you live amidst or work with. How do you increase your esteem or value? Be informative doing quite a lot of spadework researching over to gain specialised knowledge; get coaching or mentoring, attend events, and learn from your life experiences. When you talk to people about them, they will be genuinely interested in your speech. They will think well of you for doing this.

When you talk to people about them, you are rubbing them the right way; do remember you are working with human nature. When you talk to people about yourself, you are rubbing people on the wrong side.

Admittedly, it is hard to do, and it does need practice, but the rewards make it well worth it. Use more: You, your family, your spouse your siblings and these you and yours make the speech a live wire.

“How is your family Hari?”

“Is this your home town Hussain?”

The capacity to put words together in a meaningful way to reflect thoughts, opinions, and feelings provides the speaker with these important advantages:

Listener held under spell

Speaking audibly and clearly the speaker reaches the audience and hence he receives 100% attention keeping them under his control. Winston Churchill, the war time hero, had been a renowned orator. When he mounts the dais to speak there had to be a natural pin drop silence.

Once he had to deliver a speech, the much awaited moment arrived. When he rose to speak the uproar subsided into a strange stillness. He looked around the entire audience for a couple of minutes and spoke thus: Never, never, never ever give up.

Readily be recognised from the rest

Speaking is a necessary skill So much so it is a specific skill. Think again. The ability to stand before others and speak effectively is not an ordinary and easy skill. Many develop stage-fright; others have little ability to form thoughts into sentences and then deliver those thoughts in a convincing way. The bad news is that at any given moment the world has only a few having excellent speaking skills. They hone and develop that skill with constant application and hard work. G B Shaw, Irish Writer who was suffering from stammering could overcome the same through meticulous training. He stood before the seashore and went on shouting to make his tongue in tune with his thought process.

Ability to benefit cognitively

Cognitive skills are the core skills brain uses to think, read, learn, remember, reason, and attend. Well-developed verbal skills can

increase one's self-confidence and self-esteem. A growing sense of comfort sprouts up from speaking in front of a huge audience.

Reputation for excellence in speaking skills can be accrued over time, thereby allowing certain credibility to the speaker.

Career enrichment

Employers always value the ability of their executives who speak well. It is also the most vital skill for lead roles. Speaking skills are important for success in life and career, but certainly not limited to one's professional aspirations. Speaking skills can enhance one's personal life, thereby bringing about the well-roundedness we all seek.

Don't speak unless you can improve on the silence.

- Spanish Proverb.

Let me interpret. The moment you enter to meet someone the unspoken language which speaks louder than the voice is your smuggling face, sorry smiling face. This silence makes all the difference once you start wishing them a happy morning or a great evening.

Talking is a dialogue, whereas speaking is a monologue. utterly parallel to talking and speaking is silence. Many a time, silence communicates important message. So perfect it looks, just like the picture-perfect frame. For example, a son silently taking care of his mother who has been bed-ridden for months, is able to communicate with her perfectly through his sincere service, feeding, caressing and holding the dear one. This silent sacrifice gives him eternal bliss to his temporal life. It is also advisable to keep silence on occasions.

Discussion is an exchange of knowledge; an argument, interchange of ignorance. - Robert Quillen, American journalist.

If you happen to be a teacher and if you are eloquent speaker apply the following:

- The ability to agree or disagree.
- The ability to identify people and places.
- The capability to express preferences.
- The skill to accommodate opinions risen.
- The ability to ask for and give suggestions.
- The ability to report on what people feel, ask and say.
- The ability to summarise a conversation.

The single biggest problem with communication is the illusion that it has taken place.
- George Bernard Shaw, Irish Playwright.

Speaking etiquettes

Learn little protocols to become a good speaker.

Be RJ (Radio Jockey or politician, speaker or lawyer or even a mediator; consider the following techniques for self-improvement.

Thought: Entertain good thoughts related to the subject because you are a reflection of your dreams.

Love the response for itself: You can learn your job or anything related to you by loving the object for itself. Go to a spa, fitness centre, skin clinic, or health club. Give a smooth-shaven look.

Mirror exercise: A world proven technique, scientifically accepted methodology to improve speaking skills. Standing before the mirror with a smiling face, kissing and greeting yourself you should read self-affirmative statement which will enter your

subconscious mind and emerge back as and when needed. This is called subliminal effect and you need none to teach if you follow the mirror exercise to become a master of speaking (MS).

Tips for mirror exercise

Begin reading newspapers and magazines in front of the mirror for 45 days and record your speech. Playback the recording and carefully observe to identify the flaws, e.g., clearing of the throat (check your voice), frowning, stammering etc.

After the flaws have been regularly observed and corrected, slowly start speaking without seeing the content, in front of 4 people. Ask them to point out the flaws to you. Take note of the flaws, make amends. Try speaking before 40 people.



Recording: Record audio and video depictions of your speeches for correctional measures.

Use audio files of motivational talks while taking rest or while travelling but not while driving.

Speaking will help you win games,
communicating will help you win championships.

Anonymous.

Apart from the above etiquettes, there are a few little suggestions that will assist the five practices. Those are:

- Believe in you. “I can, I will & I dare” attitude is a must
- Begin well and behave well.
- Mind your body language.
- Dress code needs to be crisp, tidy and match the environment or occasion.
- Observe and pick up clues from the listeners as you speak.
- Give people time to talk not just because they have listened to you patiently but also because it helps build interpersonal relationships *(Refer Art of Ramping Interpersonal Relationship).
- Use interpersonal skills as much as you can without rubbing off people on the wrong side.
- Respond to doubts or queries to earn respect from your listeners. If you don't know please say so.

There is none on this earth who knows everything. Gauging response and feedback make sense.

Etiquettes of telephonic conversation: Talking over the phone can get a little twitchy at the other end creating rubbing edge scenarios. Follow these techniques and avoid that:

- Pause at least for 3 rings before starting conversation. If you are dialling allow 3 rings to go. If you are receiving, condition yourself what to respond within the span of 3 rings.
- Greet before you talk and set the mood for the rest of the conversation.
- Be aware of who has called and for what.
- Avoid making calls at early or late hours because that time is for people to spend for themselves and it might not go down very well with them.

- An SMS to a stranger informing who you are and your intended purpose to call.
- Attend missed calls and make the other person feel respected and loved.

A Curtain Raiser Tip

Use all the etiquettes of speaking. Left to myself, I recorded my voice, “Hi Subas, there is an incoming call, if you are not ready, respond when you are” and converted it into a ring tone.

- Hold the instrument properly so that you can both listen and speak clearly.
- Avoid speaking in public places. Avail of an atmosphere which is very serene and calm because no one else is interested in your life and style.
- Speak or eat - Don't do both simultaneously as it not only disrespects the other person but can also cause food to get stuck on the throat.
- Never use fillers like uumm, humm.
- Prompt the speaker to talk interestingly. Use phrases like: Is it so? Oh!, very good, interesting, I am happy to know, fantastic, I am happy.
- Use 30 seconds formula: Give yourself 30 secs. heads up for the curtain rise and fall.

*Public speaking is a great art.
The art of remaining calm
is the greatest art.*

- Pampa Pramanik

Case Study

Mr. Raju an average student not schooled in convent or English medium but he wanted to be a great inspiring, motivating English speaker. He had all the disadvantages –very low profile with poor self esteem, lack of self-confidence, stage fright, huge fillers, shaky legs, sometimes stammering. When he met me I only said one line, “You can, whatever you want to become provided you should have a burning desire”. He said he had it in abundance.

This was enough for me to mould him and he became one of the most sought-after inspiring speakers conducting programs in India and abroad.

Strategy implemented: I used to chat with him for a minimum of 10 minutes narrating how many ordinary men have become extraordinary with Google support merely conditioning their mind that he too could become when many unprivileged and under privileged people have already become one. This insistence helped him to stand before the mirror to read a passage clearly, loudly and fast.

Rapid Reading or Speaking before the mirror will not allow external thought to go in between the reading. I advised him to say “blah blah”, if he could not catch or follow a difficult word. But I told him not to pause at any cost or given point of time. It was like a bullet train coming out of heart and jumping from his mouth perennially for about 40 minutes.

I instructed him to learn 10 new English words everyday and made him practise parts of speech, pronunciation, intonation, modulation, sentence construction and usage, and in 40 days he could learn 400 new words. In addition to whatever he knew already made him an English orator who used a minimum of 800 – 1000 words and Rajesh became a fluent or more romantic English communicator.

Result

Forty days of arduous practice has brought the following visible changes in his persona.

- He could smile at him when he saw the mirror
- He could stand erect with firm feet.
- His body language changed visibly.
- He got rid of unnecessary gestures and stopped leaning left or right sides.
- He successfully eliminated unnecessary body movements.
- His pronunciation skill became flawless

One can practise speaking. Every healthy conversation is a great lesson, so learn from it. Remember, till we die we are students, so be open to learning.

Speaking is an art, and you have to use it carefully for your well-being, growth, prosperity and fit in a knowledge economy.

While following whatever is illustrated here think twice whether your communication should be speaking/writing/voice messaging. Use not any of these for somebody's price or prize but for your own well being.

*Why wait? Start speaking. Create an impact.
Be it public speaking or one
to one conversation.*



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