

Better Spoken English
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Module No # 01
Lecture No # 11
Criteria for Evaluation

Good afternoon

Good afternoon sir

Everybody please good afternoon

Good afternoon sir

Thank you, are you all right?

Yes sir

Are you comfortable?

Yes sir.

No too tired I guess?

No

Sit with your back to the desk stretch your legs if you can, relax but give me your attention. Today, we will be concluding the part of the presentation on, how to speak in public and how to make presentations to our own friends and colleagues to the peer group.

So, far you know we have looked at lot of minute points like how to prepare, how to dress, how to stand at what speed to speak. We have also paid attention to the way, we should make power point slides, lot of people clutter their slides with a lot of matter. And we saw that even when they have very good points to make these slides, do not communicate well enough, do you agree, say yes or no do you agree.

Yes sir

Right do you remember?

Yes sir.

I copied some of those slides to you if anyone wants them again, please do let me know. Right today the last you know part of this module on presentations is how you can evaluate yourself, others of course, evaluate you, your teachers evaluate you when you make presentations on your project. I will evaluate you tomorrow in the day after a while you make presentation but, is there some way using which you can evaluate yourself you a presentation. But, is there some way using which you can evaluate yourself, you can tell yourself. Whether you have done well or you have done not so, well, are there ways using, which we can feel happy with our presentations or unhappy with our presentations.

In the next half an hour 35 minute I am going to talk about some principles, some ways you can use to constantly tell yourself, whether you are doing as well as you would like to am I clear to you?

Yes sir

Am I clear to you?

Yes sir

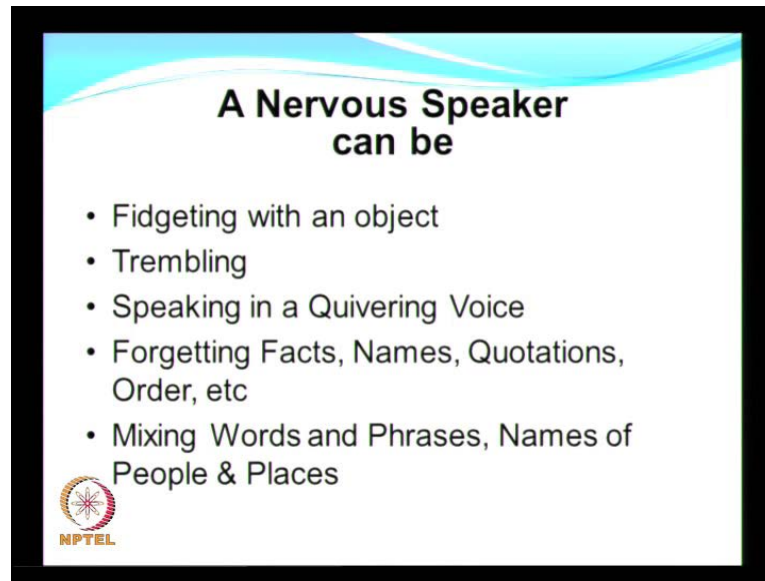
Are we together

Yes sir

Lovely great, so basically this presentation today is about, you can like any other expert player like you know a good tennis player, a good cricket player knows if we did or did not do well on a particular day, you can also ask and tell yourself, whether you did well.

What are the principles you would look at, lot of people feel nervous, when they speak in public. Now, what are the signs of nervousness, many you know the biochemistry changes, when people are tensed, when they are nervous they start sweating, their mouth goes dry, whole lot of things happen some visible things also happen.

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For instance you know many speakers what tensed have been found, you know fidgeting with things you know what is fidgeting keeping with there picking it up, keeping with there picking it up, rolling with try to break the bottle. You know or some people take their pen out, you know I have observed and they keep putting in, putting out, putting in, putting out. When you are not in total control of yourself, then your hands, your body, your eye, different parts of your body, do not move the way you want them to move.

So, you are making a presentation you should constantly, you know human mind is a very power full tool. I do not know if other animals have this but, our vedas, our sciences our psychologist tell us that human beings can have two lateral processes going on at the same time. You know they can speak and one part of their mind can constantly tell them, whether their grammar is correct, whether their pronunciation is correct, their mind can constantly evaluate their speech on a continuous and lateral basis, do you agree it can happen, do you believe it can happen.

Yes

Give yourself a chance, you know train yourself to evaluate yourself. So, the same mind can tell you the same super mind, the same mind whom monitors you, who sometimes tells you, when you go wrong that you are wrong. When you make a mistake you are mind tells you you are wrong you have made a mistake but, quite often we scold the

mind we tell our mind come on and shut up do not bother me. I will continue to do, what I am doing.

Same thing can happen here, your mind can tell you your critical conscious mind can tell you, whether you are at ease. So, be at ease first check first question therefore to ask is please write, am I at ease, am I relaxed, am I as relaxed as I would be talking to a friend, talking to a person I know well enough ok.

What if you are not relaxed, how do you know, you cannot take a thermometer and you cannot take your temperature, then at that point you cannot do that. So, there are some signs, are you sweating, did your mouth go dry or are you fidgeting with an object it could be anything. Some people keep doing this or some people start grinding their hand or some people you know variety of the word is, please write uncontrolled, physical movement that is what fidgeting is. When you go back to your rooms today kindly check the meaning of this word with the dictionary how many of us check it is meaning rise your hands sure god your surprising me, honestly I am going to ask tomorrow if you did.

So, lot of people start fidgeting with things, I you know I wish I could show you some films, you know I have also found this speakers. You know, pushing their glass of like that out of sheer nervousness, they did not what to do, when to do, these things should not happen be in total control of yourself. If you are sometimes tensed gather your breath, catch your breath, gather yourself may be ask for a drink some water but, start when you are in control of yourself.

Some people may be trembling, the voices quiver, they shake you know as if in fever or high temperature, they are voice is no longer, they are natural normal self either they begins speaking very rapidly or extremely slowly. The gap between one part of the sentence and next part of the sentence can be pretty big the silence can be sometimes killing. Your audience expects to speak you want to speak but, the words do not come out all these things are imaginary, all these things are products of imaginary fears.

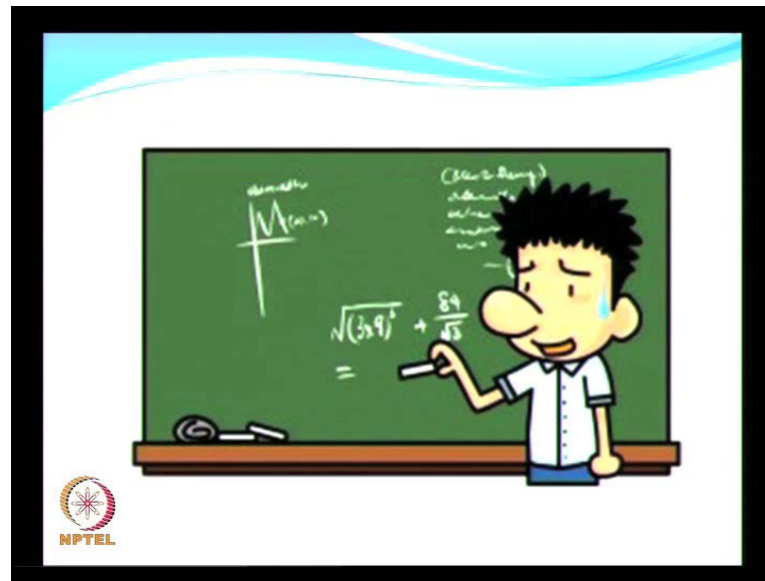
Anyone who has come to hear you, wants you to succeed, they are your friends, they have not come to find fault with you, otherwise they would not come to listen to you. So, do not have fears like own people would laugh at me, be in control of yourself, be your natural self self and then you will find that, your voice is normal, your voice does not shake you are neither too rapid nor too slow.

Some times when people are nervous they forget facts, I have found students here you know writing their own name. And before they say I am and then then I am Shreesh Chaudhary you know, they have difficulty pronouncing their own name not only those who stammer and stutter. In their case it is in spite of them selves ok they have some difficulty of another kind but, even those who do not otherwise have they, they forget facts, they forget names, they forget quotations you know. Rather than make New Delhi is the capital of India they make India the capital of new Delhi. And putting things the wrong way round the cap should go head up and bottom down for they start screwing it the other way round. You know when you are not in control of yourself a variety of unintended, uncontrolled things can happen, they or not to happen they should not happen.

Sometimes people makes words, he is the head master of this school rather than they say that they will say he is the school of the head master. Catch yourself doing some of these things ort they mix names some people in places, rather than say I am from Vijayawada they would say I am from Rajahmundry, they rather than say February, they might say September. In confusion in nervousness as I told you to remember that slides I showed you about mishearing novice is heard for office. So, even speakers make this kind of slip, when they are nervous and these slips would tell you, whether you are in control of yourself or whether you are not entirely relaxed, not in total control of yourself.

I am going to do a little exercise, which will relax you, which will bring some smiles on your faces, take your note book. You know open you know I hope everybody has your note book before you right. This is just you know a cartoon eye I put up, many of us teachers also you know some times make mistakes, we do not control our black board, our writing very well you know you might as the cartoon.

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So, you have to look like it appears as if the speaker is about to cry. You know, his writing is not under control. What you have written on the blackboard is illegible. All of these are signs of tension, nervousness on the part of the speaker. If you are relaxed, if you are in control of yourself, your writing on the blackboard would be legible, would be symmetrical, every letter of the same size, every letter of the same size.

Otherwise, you know, it can be you not to write London and is written like Manchester. You know, you want to say Nagpur but, you end up writing Bombay. You know, one spelling, another kind of thing that should not happen. You must be in total control of yourself, you can see from the cartoon here. You know, like all other cartoons, I have also exaggerated it, but the point I am making is when you are not in control of yourself, then your message does not go as intended. Do you agree, can you repeat after me, when you are not in total control of yourself, then your message.

Is

Does not go

As intended

As intended as

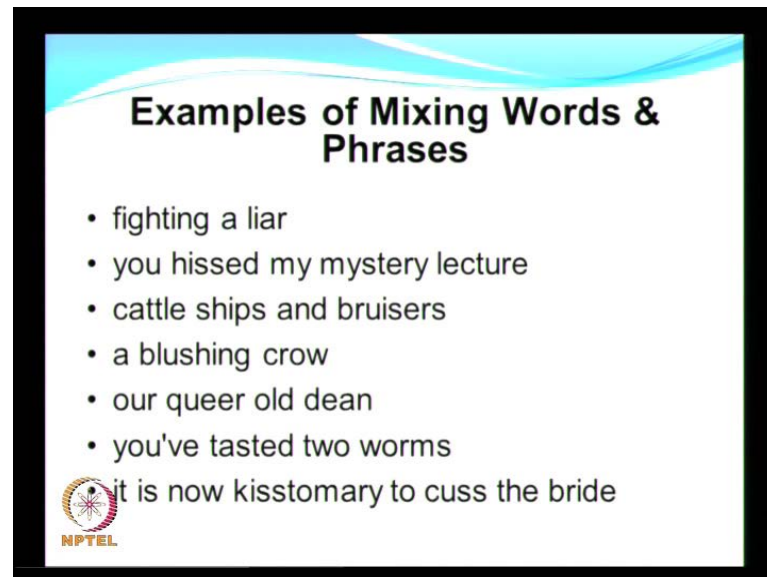
Intended

Yes the stress on ten as intended

Yes as intended

You you you know it can it still goes but, it goes in several different unintended forms.

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Let us look some examples, what do you think this speaker wanted to say in the first case, in the first example, I will give you two minute for all of these examples. Please write the prepare form on your notebook, just take no longer than 120 seconds and rewrite all of these taken as you know from the examples of mixing of words can we, can you rewrite them please, quickly. And less than two minutes and there I am going to speak these words loud to me can you pan into take any one of them note book please I like to refer now go slowly and with you know proper length proper pause what is it.

Lighting

Lighting a fire

Next

You missed my history lecture

Next, yes what is your name last the third bench, yes please yes right, 1, 2, 3rd bench please yeah what is your name

Vimal sir

Right vimal go

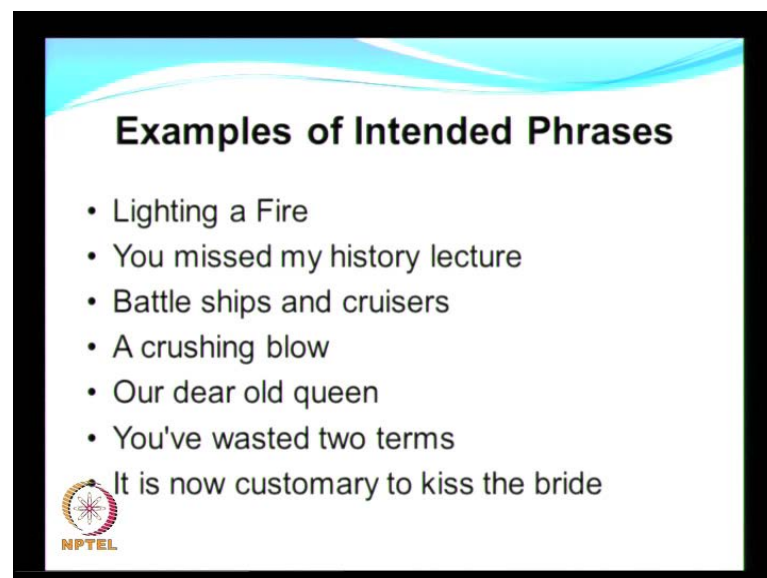
Battleships and cruisers.

Battleship and cruisers how did you get it?

Yes sir

Repeat the words I want you to tech I want you to get pronunciation of these words right.


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Examples of Intended Phrases

- Lighting a Fire
- You missed my history lecture
- Battle ships and cruisers
- A crushing blow
- Our dear old queen
- You've wasted two terms

It is now customary to kiss the bride

 NPTEL

Battleships

Yeah how did you get it?

Battle ships and cruisers.

And cruisers yes, next

A crushing blow.

Good next.

Our dear old queen.

Dear will be still longer, you know our dear make it again say it again our dear old queen
come again please.

Our dear old queen

Everybody please come together and come again.

Our dear old queen.

Before you say called what together round your lips, our dear old queen can you please
capture their lips our dear old queen, now once again.

Our dear old queen

Old is not coming well

Once again

Our dear old queen

Great next what is it?

You wasted two terms

Yes you wasted wasted come again

You wasted two terms.

Everybody please come again together

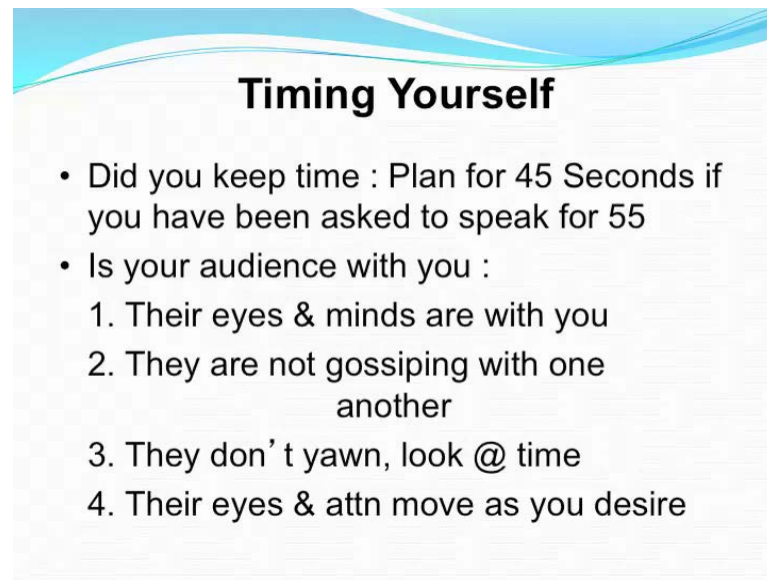
You wasted two terms

I want all lips rounded, when you say waste come again please

Wasted two terms.

Two terms.

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Timing Yourself

- Did you keep time : Plan for 45 Seconds if you have been asked to speak for 55
- Is your audience with you :
 1. Their eyes & minds are with you
 2. They are not gossiping with one another
 3. They don't yawn, look @ time
 4. Their eyes & attn move as you desire

So, you know things why this happen, things like this when you are tensed in when you are not in total complete you know control of yourself. Then things of this kind can happen. Another parameter to evaluate in this case you know in this studio of course, you know our friend's have a timer here and we can I can always see how much time I have already taken how much more I have to spend. But, when you are not in a place such as this, what do you do, how do you know, how much time has already gone, how much you can take more.

Any any smart suggestions, any smart ideas, you know you have to develop a sense just as you develop a sense of a whole lot of other things. You know the animal instinct in us can always tell us you know, how much you have slept, how much you have eaten, you do not take a weighing machine and put it on the weighing machine before you eat you eat and you know you have eaten enough. See, you have to develop a sense of time, but in addition to that there are other things you can do, what can you do, come on tell me give me some ideas.

Have a watch.

Have a watch, so for example, you know you can take off your wrist watch or stealthily now and then look at it or keep it before you, what else can you do. You can have a timer right, you can have a stop watch, you can have wrist watch, what else can you have.

Have the mobile validate

Have your mobile validate that is not a bad idea, either you know though I would not say very smart you see that is where you have to develop. If you if you cultivate that speed, if you cultivate that habit, say for example, you know that I can take one slide in 30 seconds or you know I can speak about 6 words in one second.

Now, you do not go on counting words but, if you have note if you have slides and you now and then look at them. Then, you no at any point of time, how much time you have already taken and how much more you have at your disposal. Actually the examples I sited here, you know lighting a fire you missed my history lecture etcetera, etcetera.

Ok these examples come from (Refer Slide Time: 20:11) they are not necessarily from nervous speakers. They come actually from Christian priest I will write his name and I will ask you if you know any thing about he he was known as Spooner have you heard his name yes, that comes from him.

Spooner was a professor at university perhaps in oxford he taught history and philosophy and another short you know go to Google you cans see his picture. He was an albino you know what albino is, do you who are albino is anybody in the class please yes.

Unusually white skin

People have unusually white skin the pigmentation does not go well. So, they but, he had wonderful sense of humor. And he had often made mistakes of this kind but, this is generic please write, it happens with lots of people, lots of just as you know, lots of people can stammer and starter. So, lots of people even when they are not nervous but, if they speak rapidly can end of making mistakes of this kind.

So, just as you should able to catch yourself making stakes of this kind you should also be able to time yourself. Now, how would you time through rehearsals many people, you know not just B echs even professional speakers are of both kind, there are people who prepare. If they accept an invitation to speak from their peer group, from lesser places or bigger places, then they prepare, they ask themselves what I am going to say, how I am going to say that. They time their speech, they do some rehearsals, even you can do that

before you speak here tomorrow, I will like you to do some practice, some rehearsal in your room, do you know how much time you have tomorrow, how much?

90 seconds

Speak carefully, clearly, slowly how much time, do you have tomorrow.

90 seconds

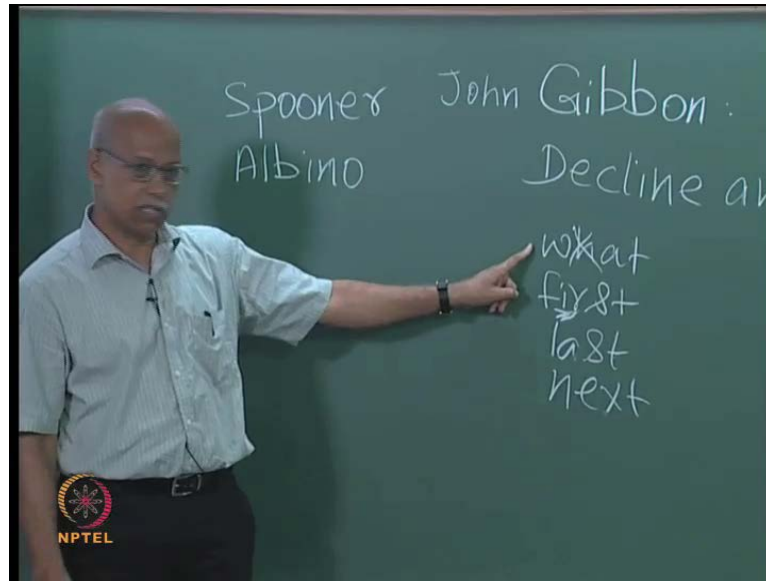
Yes 90 seconds here is as long you know 90 seconds, now 90 seconds is not a lot of time. So, what would you do, if your parents told you I am going to give you only 100 rupees for the entire month's pocket expense. Then how would you spend that money would you spend it mindlessly or would you plan, maybe you would not spend much money on sarang. Maybe you during sarang, you might not spend more than 10 rupees because you have only a limited amount of money, I have already told you how many words can you get in 90 seconds. If you spoke about 6 words per minute sorry per second, then how many words do you get in 90 seconds.

500 words

Close to between 500 and 600 words which is not bad write but, you will have to plan you must rehearse, you must get somebody to hear you in the hostel. Hang them at the end tell them to tell you if you exceeded time, a lot of people exceed time, a lot of people either finish before time they are unable to keep time. This is a huge challenge in public speaking, that you should have enough and only enough, are you with me enough and only enough.

If you have been invited to speak for half an hour, you should be able to complete say all that you wanted to say and only what you wanted to say. You know in mathematics you might have read this condition all and only am I right here, actually it comes from logic ok. So, you should be able to say all that you have wanted to say and only what you have wanted to say.

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Can I tell you a story have you heard of somebody call Gibbon just as Spooner there was a I am not sure I am not very sure of his full name first name but, perhaps his first name was John kindly check on the Google and tell me ok

Gibbon was a historian and a member of the British parliament, a great historian you know, I mean you know he wrote history like detective fiction. He wrote history like novels, you know you must before you are 30 try and find time to read you know just as you would like to know about Newton, just as you should know about Shakespeare. You should know about other great artist or scientist find out about Gibbon. Gibbon wrote a wonderful book called Please take it down and decline and can you complete the title anybody in the class decline and fall.

Of the British employer.

No, but your close to correct change the British

Of the roman employer

Of the roman employer who said that yes of the roman employer at one time Rome roman employer covered all of Europe and parts of Asia all of Turkey, up to Turkey in Europe. And came to parts of Asia, they have trade with Chennai, they are coins have been found, such vast empire, how did you decline, how did Rome become an

insignificant country. It is an insignificant city, you know the great people come to perish, when those great people loose discipline, have no exception.

There is no known exception to that you know, it is only discipline and self-discipline that makes a nation great. And Gibbon in more than two thousand pages wrote the history of decline and fall of the roman empire a great story and not many people have written, written better book he was also a great public speaker. Lot of students particularly from universities in Britain invited him to their events to speak. So, once some students from London college, asked him to speak at there event just about 10 minutes and Gibbon said how much time are you going to give me to prepare are you with me.

Yes sir

How much time are you going to give me to prepare and students said well how much time do you want Gibbon said give me at least about 30 days. So, the students were surprised god why sir what did they say

Why sir

They said god how what did they say?

God why sir

Why sir you know both are lips coming out

Why sir

Do not you notice that british have such long lips you know they often do that why sir what did they say?

Why sir

Seasoned speaker such as you, why should you need 30 days to prepare for 10, you know to speak for 10 minutes. And Gibbon smiled and laughed and Gibbon that is exactly why you know, if you are giving me 2 hours to speak I am ready I can go and I talk to you. I always talk like that in the parliament but, if you give me only about 10 minutes then, I have to prepare I must decide what what is the word.

What

Yeah do you pronounce it

What

Yes this is not pronounced in India we pronounce it of course it all right you know in India. We we will do as we feel like but, when we prepare for the global English then we do not say h what is that letter.

H

H we do not pronounce it, so we just say what, what is it?

What

What but, if you give me only 10 minutes, then I must decide what I am going to say first and what I am going to say next; what I am going to say last, what I am going to say last what is this word?

First

No, first what is this?

First

It is a very long vowel, you know it is a very long these two things make it very long come again

First

Yes and this is.

Last

Last again what is it?

Last

And this is

Next

This is quick

Next

This is next

What is this?

Next

So, give me all the three words again what

What

First

What first, last, what, next

Once again I will only move my figures and you will you you will pronounce those words that word which my figure indicates is that all right. Are you with me?

Yes

Are you with me

Yes sir

Everybody so what is this?

What, next, first, what, last

So, your timing is important, timing is of crucial importance you know, when you watch next time you go to the CLT. Next time you attend the class of one of your favorite professor, watch and see how they organize different points, coming in different parts of their talk, so that can be another.

So, if you have got about 55 seconds prepare for about 45 keep 10 minutes or 10 seconds for unpredictable. You know you do not know what can happen, at the same time be

prepared to expand it, all of these things, all of these difficulties can be answered, can be met well if you prepare.

But, if you think as many students do I know tomorrow morning you have to speak and I do not want to embarrass you. But, I know many of you have not even thought of the topic yet or you have barely given the top two Arun and to Kiran. And you have told yourself what is 1 second, 1 minute I will stand up and speak and you will see, you run dry, you stop before you are time or you exceed time.

So, you know prepare well, what else can you have how would you know, whether you are audience is with you, can you give me some clues, how do you know that you are talking to your people. That they are not away from you and you are, you can know that you are not away from them, say for example, when you do not look at them, when you look at your feet, when you look only at the black board and talk. But, how would you know that you are audience is with you. Number 1 your good eye contact are you are you with them look at their faces, look at their eyes talk to them, look into their eyes actually the the correct preposition, you know what is this word.

Preposition

That is preposition what is it.

Preposition

Yeah the correct preposition for in this case is not not at, but into look into their eyes are you together are you with them quite likely then you know you are doing good job. And if they look away from you they are not with you, your listeners are not with you then possibly there are many other ways in which, you know our people can express lack of attention. They may be yawning or they may repeatedly look at oh god just as you are doing perhaps now, you know when the class going to end.

You know I remember one you know one the student magazine in this on this campus, there used to be a magazine called focus or campus times, what is it called now, they IIT students magazine. Yeah the fifth state you know the campus times once, campus time once published a survey of writings on the desk, it had all kinds of things some of them were blue coloured, some of them were red coloured ok.

But, there was some witty ones as well, there were some witty writings as well, and one piece was something like the following. If you like you can write, in the memory of those who became martyrs waiting for the bell. So, is that the case, is that the case you know is that the case you are making the martyr of your you know, what is this word check the meaning you know. Every time you come across a new word, check the meaning, check the pronunciation check you know its a learning opportunity do not miss it.

So, you know keep an eye on your audience and you will know whether you are doing a good job, their eyes in the attention if their eyes in the attention move as you desired. Then you are doing a good job if your if their eyes in attention or not with you, then surely you know you need to do something else.

Many of us when we teach afternoon classes you know many of us teachers, you know when we teach afternoon classes bring in more stories, more jokes, compared with when we do it in the morning, when we expect you have about you have slept for about 4 to 5 hours, when you have had something to eat, when you are not so, tired. So, you have to keep these things into mind, you know these things are not thought these things come to you, if you ask for them. These things are there in your mind, somewhere at the back of your mind, we call them common sense but, they will come to you only if you ask for them.

So, ask yourself some of these questions is my audience with me and how would you know. If they yawn if their attention is with you if their eyes on with you, if they are not looking at time again and again, look at some photograph this the class (Refer Slide Time: 37:14) which college not IIT madras, not IIT madras how do you know?

Yeah you are very but, do not you think similar things happen with us worse actually, yes make sure that when you talk this does not happen does it happen or it does not. I read about a survey in Calcutta newspaper, the telegraph the Calcutta newspaper wrote a feature on you know there is this newspaper called telegraph from Calcutta, the telegraph. And the telegraph published a survey of the use survey on the use of mobile phones in the class room and it published that lot of girls pardon me, lot of girls had their you know ear pieces concealed in their ear.

And the teacher could have been talking to them they looked at the teacher but, they were listening to MP3 player or you know their you know what does it happen. You know as a teacher I can say oh god you are a discipline I can write to the dean of a student dean of a academic courses and I say please chuck them out that is one way.

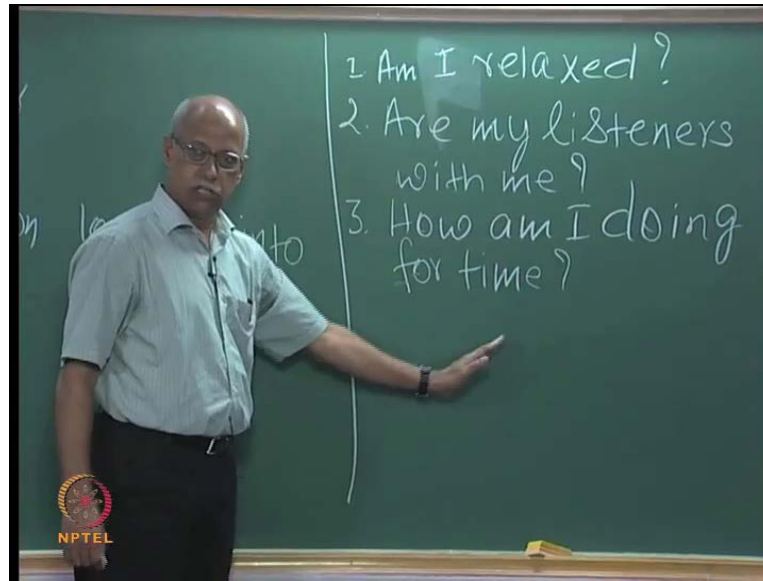
The second way would be and a better way would be I could ask myself can my class is be a little more interesting, can my talk be such that this child, this boy or girl can rather than listen to the music. Listen to me and it between I can make a point, you might say it is impossible for me to compete with Lata Mangeshkar, Michael Jackson but, if you have that aim then if not today then tomorrow, you might reach that, you might be able to do the impossible.

So, the question is once again what is your standard? what is your benchmark. So, you want to say things which are of interest only to you or do you say them in manner that they are relevant an interesting both to you. And to your complete the sentence please to you and to your.

Audience

Listeners to your audience, right you know come to the end of this. So, kindly make a notes what was the self-evaluation parameters I have given you, I will summarize. And I will have I like you to bear this in your mind, note that it should be written on a piece of paper before you.

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Number 1, what is number 1, what is an write here? Common make a be prepared to make a mistake none of us are learnt anything expect to the making mistakes you know. But, do not make the same mistakes again what, what is the first question, we will write it could be anything am I am I in total control of myself, am I relaxed.

Please write am I am I relaxed how do you know whether you are relaxed, when you come on please, answer this question, how do you know you are relaxed.

Ok you know fidgeting, what is fidgeting?

Without uncontrolled movement is

Fidgeting

Fidgeting you know right but, I what what else

When your voice does not shake

When your voice does not shake, when you do not mix words, when you remember things as you, you remember your topic, you remember why you are speaking, you remember where you are speaking, when you are in good control of yourself. In other words, when you are relaxed nothing goes wrong, how do you relax you know all public speakers will tell you a well, experience teachers will tell you that ,you know first few movements all of us feel tense as we start. How can you relax what is a natural way, your

smile not laugh really but, smile you know your smile greet your audience come on great me loud please everybody please smile.

Good evening sir

Once again together please.

Good evening sir.

Once again

Good evening sir

With your smile on your face you know just on say yeah come again.

Good evening sir

So, do not tomorrow you know I am going to make you know I have make the template and I said greetings, did you begin with a greeting. Lot of people please capture me on the camera as their name is names are called they come here and start saying I am Arun and I am going to talk about the garbage problem in Rajahmundry. Sorry Arun not that way come and catch here you know a stand on both your feet distribute equal weight, not stand this way and then say good evening, tomorrow morning what would you say good evening.

In one class some semesters ago somebody told me sir you had said good evening. So, I wrote good evening, I had said good evening for 5 o clock not for 8 in the morning or 10 in the morning. So, greet, greeting you know establishes your rapport, check this word what is this?

Rapport

Check this, check it pronunciation and meaning as you go to the room today this evening. So, greeting establishes rapport between you and your audience. So, the question number 1 in self-evaluation is am I relaxed? what is next come on well, am I prepared well, if that that is before the class but, when you as you go on as you speak what is it you will ask yourself.

Is the audience with me or my listeners with me, what is the next question come on please tell me, what is the next question?

Are my listeners with me?

Are my listeners with me and how do you know what are the ways?

Yeah whether they are looking at you, whether you have good eye contact, whether you have their attention do they laugh when and you want them to laugh, are you have told them the joke and then you have to tell them, please laugh loud if that is the case then your listeners are not with you ok.

So, do you have their eyes in their attention, what is the next question they may be yawning, they may be sleeping, they may be messaging in the class. You might not know all of those things you know you might not go and look under the desk are you, are you messaging, but it is quite likely if you have their attention. And if you have their eyes then it is quite likely that they are not messaging, they are not sleeping they are with you, what else can we ask, what is the next question, we can ask.

How am I doing for time?

With pauses loud and a come again

How am I doing for time?

Yeah how am I doing for time. Time has a long vowel what is it?

Time

Come again

How am I doing for time

Time am I keeping time the preposition here is not in time, not on time make a note, but the preposition here is to time. You know everything to the given time, to time the train is running to time; that means, it is at Rajahmundry, when it should be at Rajahmundry and it is at Visakhapatnam, when it had to be at Visakhapatnam, then you can say at is running to time.

And finally, what is the last have I made all the points have a plug in, all these things should be possible for you, if you do some. If you live it only to the last minute, if you think you come to the podium, you stand before the camera or you stand before the audience. And you would be able to complete it all you may with luck but, you cannot be sure of yourself a very good way is to prepare, even best of speaker, even best of the speaker. And if you read about presidential elections in the United States of America, they take a lot of trouble preparing before their public debates and speeches. Therefore, should you not prepare, why should you not rehearse, what is your answer?

Yes

Everybody please what is your answer?

Yes

Every one please, what is your answer?

Yes

Thank you have a good evening, I look forward to hearing you tomorrow morning, thank you have a good evening.