**FORMS OF ORAL COMMUNICATION**

***Oral Communication*** is the ability to talk with others to give and exchange information & ideas, such as: ask questions, give directions, coordinate work tasks, explain & persuade.

There are four main types of communication:

1. Written
2. Verbal
3. Nonverbal
4. Visual

Written communication includes email, signs, letters, magazines, books and anything else transcribed into typed or handwritten words. Verbal communication is auditory, while nonverbal communication is body language and gestures. Visual communication involves a visual display, such as pictures, illustrations, charts, graphs, topography, television and films. Types of verbal communication include speaking, music, sounds and language. It is theorized that language developed from sounds and gestures, or nonverbal communication. Other forms of nonverbal communication include signs, eye contact, sign language, sculpture, movement, dancing, facial expressions, body posture and physical contact

**Oral or Verbal Communication is of Two Types:**

* Formal
* Informal

**Formal Oral Communication:**

***1. One-on-One Speaking (Student-Student or Student-Teacher):*** Can range from moments punctuating a lecture, where students are asked to discuss or explain some question or problem with the person next to them, to formal student conferences with their instructor.

***2. Small-Group or Team-Based Oral Work:*** Smaller-scale settings for discussion, deliberation, and problem solving. Appropriate for both large lectures and smaller classes and allows levels of participation not possible in larger groups.

***3. Full-Class Discussions (Teacher- or Student-Led):*** Typically less agonistic, argument-based, and competitive than debate and deliberation but still dialogic in character. Often times has the quality of creating an atmosphere of collective, out-loud thinking about some question, idea, problem, text, event, or artifact. Like deliberation and debate, a good way to encourage active learning.

***4. In-Class Debates and Deliberations:*** A structured consideration of some issue from two or more points of view. Debates typically involve participants who argue one side throughout, while deliberation allows for movement by individuals within the process. Both feature reason-giving argument. Can be applied to issues of many kinds, from disputed scientific facts to theories, policy questions, the meaning of a text, or the quality of an artistic production. Can range from two participants to a lecture hall.

***5. Speeches and Presentations:*** Classically, the stand-up, podium speech delivered by an individual from an outline or script. Also includes group presentations or impromptu speaking. A strong element of monologue, but dialogue can be built in with question and answer or discussion with the audience afterward.

***6. Oral Examinations:*** Can take place in the instructor’s office, in small groups, or before a whole class. Range from one oral question on an otherwise written exam to an oral defense of a written answer or paper to an entirely oral quiz or examination. Difficult with very large groups, but an excellent way to determine the depth and range of student knowledge and to stimulate high levels of preparation.

**Informal Oral Communication:**

Informal communication includes mostly routine matters or work related matter but they are not communicated in a serious or formal manner.

**Importance of Oral Communication:**

**Effective communication is an important life skill that enables us to better understand and connect with the people around us.** It allows us to build respect and trust, resolve differences and foster environments where problem solving, caring, affection and creative ideas can thrive. Lack of effective communication inadvertently leads to conflict and frustration in both professional and personal relationships.

We start practicing our communication skills even before we begin walking. A baby communicates by crying, and then gradually learns to mimic his/her parents' speech. Finally, the child realizes that certain speech patterns evoke different responses. It takes time, effort and patience to develop effective communication skills and the more effort you place in doing so, the more instinctive your skills will become.

Good communication skills encompasses listening, non-verbal communication, stress management and emotional awareness. In order to effectively communicate, you must:

* Clearly organize your thoughts in your mind before sharing them. The only way to properly share your invaluable ideas is by first shaping them coherently.
* Remember that communication is collaborative, not competitive. Communication is a two-way process that involves the exchange of ideas; if made one-way, the exchange is prevented and this leads to frustration.
* Adequate knowledge of communication skills significantly improves your ability to exchange thoughts and ideas with others.