



Strategies to Improve Speech and Language for Appropriate Communication

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Abstract : Any sound that can be perceived by our ears is 'sound'. Sound is the form of energy due to which we are able to hear. The human ear is capable of hearing sounds between the frequencies of 20 Hz to 20 kHz. We hear, understand and speak sounds naturally. But, in reality, listening, understanding and speaking are complex processes. The letters or groups of letters that are pronounced from different parts of the mouth or places of pronunciation are called sounds. Sounds are the source of language and the basic basis of language communication. Average speaking rate varies ecologically according to the purpose of our conversation. There are many factors that affect a person's overall speaking rate. The speed at which we talk has a huge impact on how audiences and listeners perceive us and our speech. Therefore, it is important and thoughtful that we understand our speaking rate and how to make appropriate changes to it depending on the way we are speaking. In this article an attempt has been made to find out what are the strategies to improve speech and language so that our communication can become more effective.

Index Terms - Speech, Language, Communication, Sound, Decibel, Listening, Speaking, Pronunciation, Hearing, Frequency.

INTRODUCTION

Rapid movement of an object here and there repeatedly is called vibration. Air vibrates when two or more objects collide with each other. When this vibration reaches the ears, it is called sound. That is, any sound that can be felt by our ears is 'sound'. Sound is the form of energy due to which we are able to hear. Acoustic energy requires a medium to travel. This energy cannot move forward without a medium. Our ears perceive sound and send an electrical signal to our brain, letting us know what is being said to us. These actions are very fast. That's why we respond very quickly. The incidence of sound depends on the amplitude of the sound wave. If the amplitude of the sound wave is large, the sound is said to be loud. It is directly proportional to the square of the amplitude of vibration. If the amplitude of a sound wave doubles, the intensity of the sound will quadruple. For example, if a small pebble is thrown in a calm pond, then from the point where the pebble falls, waves will start spreading around in the form of round rings and after reaching some distance, they will gradually calm down. But if a big stone is thrown, then big waves will arise from the point of its fall and it is possible that these waves will end at the shore of the pond. But, it will also depend on the length and width of the pond. Similarly, sound waves also travel distance according to the intensity of vibration. There are many categories of sound. But, our ears are not able to perceive all the sounds. If sounds are classified according to frequency, they can be divided into inaudible, audible, ultrasonic and supersonic. Infrasonic- is less than 20 Hz. Sound of this frequency is not audible to humans. Audible- ranges between 20 Hz to 20 kHz. Sound with this frequency is audible to a normal human being. Ultrasonic- ranges between 20 kHz to 1.6 GHz. The sound of this frequency is not audible to humans. Hypersonic- Sound with frequency greater than 1 GHz can propagate only partially in any medium. The speed of sound is highest in solid state, then in liquid state and then in gas state.

Comfortable speed per minute for conversation -

The average speaking rate for our communication purposes varies ecologically. When we breathe normally its sound is up to 10 decibels. The soft whispering sound is up to 30 decibels. The sound of normal conversation is up to 60 decibels. Loud conversation or the sound of a busy factory is up to 80 decibels and any sound above 80 decibels is classified as noise. Different professionals also have different speech speeds. A comfortable speed for giving presentations is between 100-150 words per minute. The speed of communication is between 120-150 words per minute. Between 150-160 words per minute for audio-books, this is the upper limit at which people can hear and speak the words comfortably. The speed for radio hosts and podcasters is between 150-160 words per minute. Auctioneers can speak at around 250 words per minute and commentators can speak between 250-400 words per minute.

Process of listening, understanding and speaking -

We listen, understand and speak naturally. But, in reality, listening, understanding and speaking are complex processes. Sound enters our external ear. First it produces vibrations in the eardrums. This vibration passes through three small bones in the middle ear, the hammer, the anvil and the stirrup, and reaches the cochlea in the middle ear. This results in movement of fluids in the cochlea. There are sensitive cells inside the cochlea, which note these movements and initiate neural actions. These actions are transmitted to the brain through the auditory nerve. The information received through the ear is combined and modified by the brain. After combination and refinement, the information is absorbed by the brain. The brain stores the received information in short or long term, temporary or permanent form according to need, effectiveness, situation, importance etc. In the circumstances of use, that stored information is expressed for communication in the form of language with the help of organs of speech like lungs, throat, tongue, teeth, palate, jaw, lips, nose etc. This medium of disclosing information can be any one or more of oral, written and symbolic. It depends on the priority and need of the people participating in the communication.

Coordination in speech, language and communication -

All types of sounds come under sound. Whereas the only sound used in any human language is 'swan'. Only the sounds related to language come under 'Swan', hence only 'the sound produced by a person speaking' will come under Swan. Sound is the smallest, independent and important unit of language. The letters or groups of letters that are pronounced from different parts of the mouth or places of pronunciation are called sounds. If the above sound is meaningful, then it is a 'meaningful sound' from the grammar point of view and if it has no meaning, then it is called a 'meaningless sound'. Therefore sounds are the foundation stone of language. By which words and sentences of the language are formed and as a result of which meaning is achieved. Speech is that through which we say sounds and words. Language is the medium through which we express our thoughts. We acquire language by listening, reading and seeing and express it through speaking, writing and physical actions. The basis of language structure is the structural method. In this sound, word, phrase, sentence, utterance and meaning have their respective roles. Every person has his own unique characteristic of language expression. Language is the basis of communication. Communication means exchanging information or ideas. We communicate by exchanging ideas in the same form in which we accept and express language. Man is the only creature in the world that uses verbal language for communication.

Effect on the overall speaking speed of the person -

We communicate most by listening and speaking. There are many factors that affect a person's overall speaking rate. Some people talk fast and some people talk slowly. Some people start speaking fast due to speaking under pressure. If a person is tired he will speak slowly. He will also make more mistakes which will further slow down his effective speaking speed. If his speaking rate is measured in words per minute, longer words will usually slow down his speaking rate. Longer sentences and more complex speech material mean that more pauses are necessary, and this will also slow down his speaking rate, because it helps his audience. They require more time to mentally process longer sentences and more complex material. However, it would help them more to simplify its content and shorten its sentences. Adding natural pauses to a person's oral presentation will slow down his speaking speed, but will improve his ability to understand. Every time he stops to check his notes, look up a word, show a prop or slide, or think about demonstrating something, his speaking rate decreases. Often, the benefits of doing these things outweigh the disadvantages. When his audience applauds or laughs, it also slows down his speaking speed. Additional pauses induced by environment are also seen in speaking. For example, loud noises or other distractions outside the room may force the person to pause or repeat themselves. Except for a few of these factors, all of them are completely under the control of the person.

Making necessary changes in sound for communication -

The speed at which we speak has a huge impact on how audiences and listeners perceive us and our speech. Therefore, it is important and thoughtful that we understand our speaking rate and how to make appropriate changes to it depending on the way we are speaking. Some people try to speak to their listeners in a higher or lower tone and faster or slower pace. They need to understand that speaking in a higher or lower tone and faster or slower speed indicates a lack of self-confidence. Generally normal tone and normal movement are more understandable. The fluctuation in tone should be in accordance with the person, the number of people and the atmosphere of the conversation. Appropriate pauses give listeners time to recognize what has been said and begin to process it. To avoid miscommunication, words and language familiar to the recipient are required. There is a need to avoid the use of ambiguous or confusing words, jargon and phrases, idiomatic expressions or slang language. Avoid using difficult words, complex sentences and unnecessary information. Using short and simple sentences, thinking in terms of your receiver, using your receiver's language, keeping your message simple to promote effective communication, using simple, clear, precise and correct and familiar language, avoiding profanity or avoiding the use of culturally or technologically specific expressions or terminology, choosing your words carefully, choosing simple words, phrases and short sentences, using language commensurate with the recipient's level of understanding, using language familiar to the recipients Experiment, ask for clarification, check understanding by repeatedly asking for feedback, ask for clarification politely and avoid any assumptions, avoid idioms, technical words or jargon, use repetition, because people need to understand and remember things. For this they have to be heard more than once. It is also necessary to use verbal and non-verbal messages appropriately.

CONCLUSION

Sound is the form of energy due to which we are able to hear. We hear, understand and speak sounds naturally. But, in reality, listening, understanding and speaking are complex processes. Language is the medium through which we express our

thoughts. We acquire language by listening, reading and seeing and express it through speaking, writing and physical actions. The average speaking rate for our speech purposes varies ecologically. There are many factors that affect a person's overall speaking rate. Some people talk fast and some people talk slowly. Some people start speaking fast due to speaking under pressure. If a person is tired he will speak slowly. He will also make more mistakes which will further slow down his effective speaking speed. The speed at which we speak has a huge impact on how audiences and listeners perceive us and our speech. Therefore, it is important and thoughtful that we understand our speaking rate and how to make appropriate changes to it depending on the way we are speaking.

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