

Features of effective speaking:

- 1- Expand your answers
 - Introduce yourself. What's your name?
 - Muhammad Moussa
 - 2- 3 sentences
 My name is Muhammad Moussa, and you can simply call me Muhammad.
- 2- Speaking: ideas? What's your favorite cuisine?

Warning:

What?

It is very unprofessional to say what.





Other alternatives:

- Come again please
- Pardon me
- Excuse me
- Sorry?

3- Use of the idioms (in only speaking)

- He is a busy bee.
- He works around the clock.
- He feels on cloud 9.
- I feel down in the dumps.
- The internet package costs an arm and a leg.

4- Get rid of pauses (hesitation):

- Speak slowly
- Take a deep breath
- Fillers: (stretching the filler)
 - Well
 - Actually
 - You know what...
 - Mmm
 - Let me think about that...
 - Basically
 - I'm not sure but as far as I know..
 - And...
 - But....





5- Grammar (tenses) in speaking:

Situation in speaking	Tenses	
Facts/ work/ hobbies	Present simple tense	
	He works	
Temporary	Present continuous	
Past perfect	Present perfect	
Prediction	Future perfect	
Completion in the future	By 2027, I will have	
	travelled to America	

Connectors

How much do you expect to take?

I want to take my salary in USD. I need good salary. I want to be rich. I want to buy a car. I have no experience. I have a good heart.

Rejection

Short answers + short answer Simple simple





The use of connectors:

Also	And	But	In addition	For example
Such as	Additionally	However	Yet	Nevertheless
Thus	Therefore	Hence	In a nutshell	In brief
For example	For instance	All in all	To cut a long story short	To wrap up

Speaking for expats:

Contraction in speaking?

I AM MUHAMMAD.

ľM

I'D LIKE

I DO NOT... I DON'T

I CAN'T

IT DOES NOT REALLY MATTER.

WHAT MATTER THE MOST IS THE ACCENT IS CLEAR.

SPEAKING: SONGS? SNOOP DOGG / EMINMEN

SPEAKING....songs (rejected) SLANG/ TABOO



MOST IMPORTANT 50 EXPRESSIONS IN ENGLISH

GREETING:

- 1- How's it going?
- 2- What's up?
- 3- How're doing?
- 4- How's life?
- 5- What's happening?
- 6- Good morning
- 7- Good afternoon
- 8- Good evening
- 9- In the evening:
 - Good night
 - Sleep tight
 - Happy dreams

2- Apologize:

- 10- I'm deeply sorry
- 11- I'm awfully sorry
- 12- That's my bad
- 13- Sorry about that
- 14- I didn't mean it.
- 15- It's my mistake. It's my fault
- 16- My apologies
- 17- Writing: I regret to inform you that I will not be able to come to work tomorrow.





3-Request:

- 18- Please
- 19- Excuse me (request)
- 20- Would you please / wudj/
- 21- Could you please
- 22- Kindly accept my apologies. Kindly send me your contact information. (formal)

4-Cannot hear you:

- 23- Sorry!
- 24- Excuse me!
- 25- Pardon me!
- 26- Come again.
- 27- Can you say that again?
- 28- Please speak up.
- 29- Please raise your voice.
- 30- I didn't get that.





5-Introduce yourself:

- 31- My name's Hana Youssef, and you can call me Hana.
- 32- I come from Egypt.
- 33- I live in Cairo.
- 34- I reside in downtown Cairo.
- 35- I've graduated from the Faculty of Arts.
- 36- I'm single
- 37- I'm married.
- 38- I'm divorced.
- 39- I'm a single mum.
- 40- I'm a widow/ a widower.
- 41- (for men): I'm exempted from the military service.
- 42- Job: I work as a ../ my profession is in the field of education.

 / <u>I've been</u> working as a teacher for 25 years. (tense: present perfect continuous)

6-Thanking someone:

- 43- Thanks very much indeed! Thank you!
- 44- Highly appreciated!
- 45- I appreciate it.
- 46- So grateful!
- 47- Your assistance is highly appreciated!
- 48- Thanks for what you've done for me.(to me)
- 49- I owe you a debt of gratitude.
- 50- I can't thank you enough.





PRONUNCIATION:

AMERICA AND BRITISH ACCENTS

ASK

SCHEDULE (UK)

OFTEN

INTERVIEW:

MIXING OF BOTH ACCENTS?

YES YES YES YES

BOTH ARE CORRECT.

10 WORDS MISPRONOUNCED:

- Determine
- Basic
- Idea
- Event
- Hotel
- Success
- Extra
- Police
- Project
- Industry

WhatsApp group for yourself:

Important websites for speaking:

- Bbc learning English
- Voice of America
- Youglish.com

The best time for listening is morning.



