



From: Rick Howard  
To: IELTS Prep Group  
Subj: Templates for IELTS conversational prep (Info)

1. Intro

- a. Hi, my name is Rick, I am from Ventura, California USA. I am a senior project manager working for the government. I have traveled to about 35 countries, speak several languages and have an interest in cross cultural awareness

2. Topic Overview

- a. Today I am going to talk about effective communication, and I would like to present you with the various types and provide a brief description of what they entail and why I think they are important

3. Topic Discussion

- a. Communication to me can be broken down to three major categories

- i. Oral

- 1. Effective oral communication is something that is critical towards having a successful career, and as well maintaining a healthy relationship with people. Whether we are presenting information as part of our career in a public or group environment, our ability to concisely articulate our thoughts is extremely important
    - 2. Additionally, oral communication is critical towards developing or sustaining a personal relationship with people. Without having this skill within a personal relationship, there is the risk that misunderstandings or ambiguity will create unnecessary problems

- ii. Written

- 1. Being an effective writer is also a critical skill, whether in a educational, business or personal environment. When reading someone's words, we do not have the benefit of body language or their verbal emphasis on key points, so in addition to the inability to understand someone's point, additionally there is a risk of mischaracterizing the intent of the message.

- iii. Body Language

- 1. This is one of the least understood, but probably as important as any other communication style. When talking about body language, there are both personal and cultural nuances we may want to consider. Some physical positions can be interpreted as being aggressive, bored or excited, and we need to ensure that we use the appropriate body language for the situation

4. Conclusion

- a. In conclusion, I have presented three major communication “types” and why it is important to develop effective communication skills in these areas. It may be necessary to adapt these to your specific situations but in general, effective communication is the key to success in all major areas of life, including our education, career and personal relationships.