



The Writing and Communications Center

The Elements of Oral Communication

Oral communication involves several key elements: the speaker, the message, the medium, the audience, feedback, and context. Understanding these elements can significantly enhance one's ability to communicate effectively in academic settings.

Elements of Oral Communication.

1. **Speaker:** The individual who initiates the communication. Effective speakers are clear, confident, and well-prepared.
2. **Message:** The information or ideas conveyed by the speaker. It should be well-organized, relevant, and tailored to the audience.
3. **Medium:** The channel through which the message is delivered, such as spoken words, visual aids, or digital media.
4. **Audience:** The recipients of the message. Understanding their needs, expectations, and background is crucial.
5. **Feedback:** The responses from the audience. This helps the speaker adjust their message for clarity and engagement.
6. **Context:** The environment and situation in which communication takes place, including cultural and social factors.

Exercises.

Use these exercises to help you understand and apply the elements of oral communication and enhance your ability to convey ideas effectively in various academic and professional contexts.

1. **Exercise 1: Speech Analysis**
 - **Objective:** To help students understand and evaluate the elements of oral communication.
 - **Instructions:** Watch a recorded speech (e.g., a TED Talk) and answer the following questions:
 - Who is the speaker, and what makes them effective or ineffective?
 - What is the main message, and how is it structured?
 - What mediums are used (visual aids, body language), and how do they enhance the message?
 - Who is the intended audience, and how does the speaker address their needs?
 - What feedback (applause, questions) is observed, and how does the speaker respond?

2. Exercise 2: Audience Analysis

- **Objective:** To help students tailor their messages to different audiences.
- **Instructions:** Choose a topic and prepare a brief speech for three different audiences (e.g., peers, professors, and a general public audience). Consider the following:
 - How does the content of your message change for each audience?
 - What language and tone are appropriate for each group?
 - What feedback might you anticipate from each audience, and how would you handle it?

3. Exercise 3: Feedback Simulation

- **Objective:** To practice giving and receiving constructive feedback.
- **Instructions:** Pair up with a classmate and deliver a short speech on a chosen topic. After each speech, provide feedback using these guidelines:
 - Highlight strengths (clarity, engagement, structure).
 - Offer specific suggestions for improvement (eye contact, pacing, use of visuals).
 - Reflect on the feedback received and discuss how you can apply it to future presentations.