

# Major Faults that should be Avoided by Efficient Speakers – Review

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**Abstract:** Effective talk is very important for delivering information and communication. Talk or lecture is a main method for teaching & training of undergraduates and postgraduates all over the world. Talk has 3 main components Topic, speaker and environment. An excellent lecturer or speaker can be inefficient by certain faults that speaker must avoid for good preparing and introducing of an effective and attractive lecture. In a previous review we discussed the main items of an effective talk. This article aims to explain the main faults that every good or efficient speaker should avoid.

**Keywords:** Effective talk, Speaker faults, Speaker defects.

## Introduction :

A talk or lecture is the source of information or specific data to attendees. The speaker's manner of illustration is one of the main bases for introducing an effective talk and to be an efficient speaker. The four main components of any lecture or talk are Topic, speaker, environment and recipients. All these components must be optimized in any effective talk (1). A major fault that may be done by speaker can badly affect this optimization and reduce the value of speaker lecture or talk.

## Efficient Speaker Major Faults:

### 1- Under or Over self-confidence:

Both are a major fault for any efficient speaker. Each has its own drawbacks which are mostly against each other's, but both are leading to the same result which badly affects the effective talk as summarized in Table 1. An efficient speaker must have enough confidence during his talk neither to be under confidence nor to be over. Under confidence make the speaker hesitated, affecting his speech to make it interrupted, force him for over attention to speakers which may interrupt his own attention. While over confidence makes speakers less care to attendance contact, avoid their feed backs and may make a barrier between him and his attendees. Table 1 summarizes the drawbacks of both under and over confidence (2).

**Table 1:** Drawbacks of under and over confidence of Speaker

Under confidence	Over Confidence
Speaker Hesitation	Speakers ignores defects
Over attention to audience	Under attention to audience (less eye contact)
Speaker appears non-controlling of lecture	Barrier between speaker and attendees
Speaker attention interruption	Speaker decreases contact to attendees
Usually gives chance for lecture interruptions	Speaker disturbs attendees' attraction
Misleading lead for next improvement	Speaker ignores improving his next lecture
Can lead to speaker non required movements or refluxes (As non-related hand movements to explain topics, over sweating, tachycardia, voice interruptions.....etc).	Can lead to speaker wrong posture as static posture, turning back to audience, avoid needed hand movements)

### 2- Monotonous speech:

Any excellently designed lecture introduced by a highly qualified speaker can lose most of its attention to attendees by its speaker monotonous voice. The voice is the first and main way of speaker contact and the main source of delivering data of the lecture and so he is called (Speaker). Efficient speakers must avoid monotonous way of speaking whatever it was loud or low as both will significantly interrupt or decrease attendance care and attention to lecture (1,3).

### 3- Slides overcrowd:

The ideal design of presentation slide we discussed in our previous review, but if we need to identify the first and main

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fault of designing presentation it will be slide overcrowd. Presentation with a highly advanced and great value data can lose its aim to deliver this data to attendees by an overcrowded slide that makes attendees disturbed in between speaker's explain and viewed data on the slides. Any efficient speaker must avoid slide crowd with data and follow the rules of designing an ideal presentation as regarding colors, number of lines and words in each number, spacing, aliment... etc (3).

#### **4- Be a speaker not a reader:**

Reading from slides all over the lecture is considered a major fault of speaker that may make attendees distracted Saied (I can read it by myself alone!). Speaker must not depend on his lectures on words or data written on slides only, he must have his own explanation from his own data and experiences about topic which makes audience attracted to his speech and guided by slides. Slides must be just a guide for main items of data and not the only source of what all words introduced in the lecture or talk.

#### **5- Feedback:**

Efficient speakers must be care for feedback fromtheir attendees to his talk or lecture to improve his next one (4,5). But this feedback must be after his lecture and never to be during it. Feedback of attendees should also never affect speaker self-confidence but help him to improve his next lectures and avoid minimal faults that speaker may be unaware about it. An efficient speaker should update his lectures regularly, even if he presents the same topic repeatedly. Every lecture should have its own updating and improvement. The updating may be regarding data, design or used program of presentation. Ignoring feedback may be due to either under of over self-confidence of speaker, or whatever isbecause it is considered a major fault that can decrease the efficiency of the speaker (6).

#### **Conclusion :**

Any lecture is composed mainly of three items.Topic, speaker and environment. Each factor must be optimized to introduce an effective talk, Efficient speaker must always keep in mind that the best is has not come yet (1,6). Although the optimization of a lecture or talk has different items and experiences of presenting speaker there is a major fault that may destroy this optimization and make lecture defective in delivering required data. Any efficient speaker must be careful to keep different items of his lecture optimized and avoid these major faults to be an efficient speaker enough.

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