

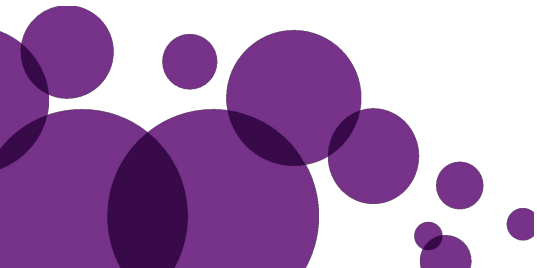
Do I Need to Speak Differently to
get a Job?

ENABLE



Welcome!

Your facilitator for today is



Warm Up Task – Snowball

1. Write down a worry or concern you have about the way you speak (write it clearly)
2. Screw it up into a ball
3. When the facilitator says 'go', throw it across the room
4. Pick up a 'snowball' and throw it again
5. Pick up a 'snowball' and take it in turns to read out what it says

Aims of the Session

1. Consider situations where you may wish to speak differently
2. Discuss techniques for speaking professionally
3. Identify what could be classed as unprofessional
4. Consider the impact of accent and vocabulary at work

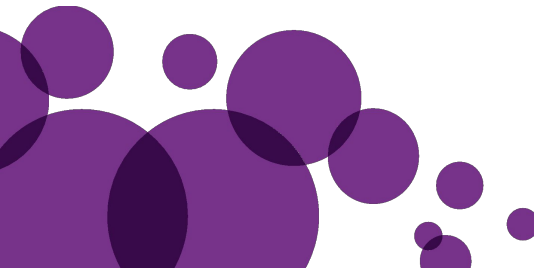
Do you?

1. Work in small groups
2. You will be given three pieces of paper with questions on
3. Discuss your opinions of each question
4. Nominate a scribe for each question to make notes about your ideas
5. Share your ideas with the whole group

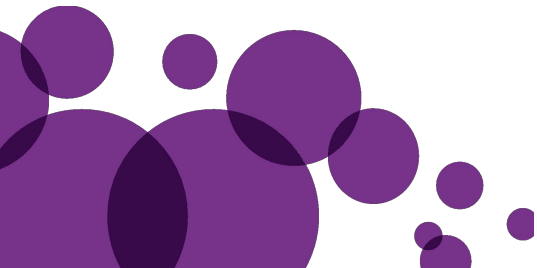


Do you need to change the
vocabulary you use?

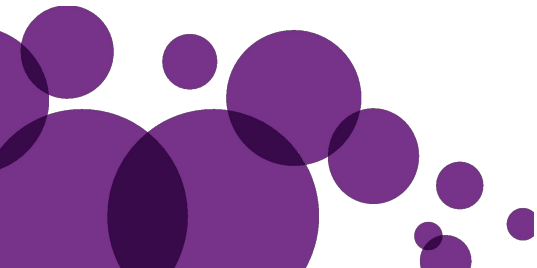
Yes if...



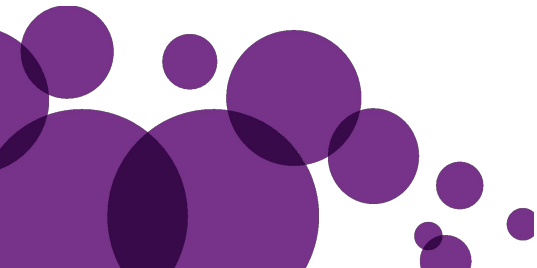
You use slang words frequently



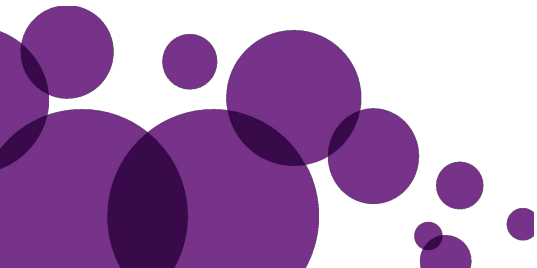
You swear a lot



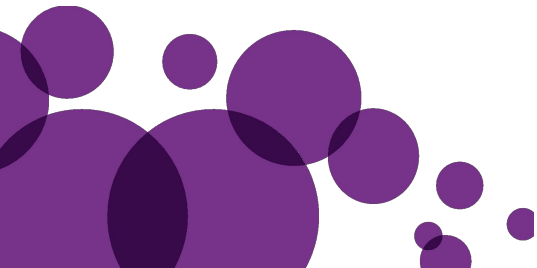
You use too many colloquial expressions



You don't know the basic terminology related
to your company or industry



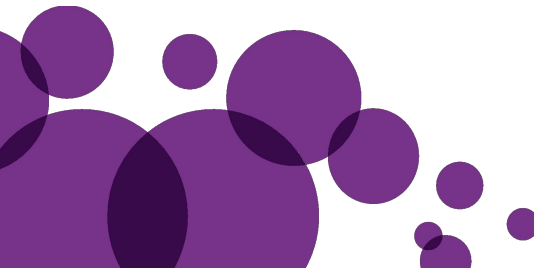
No if...



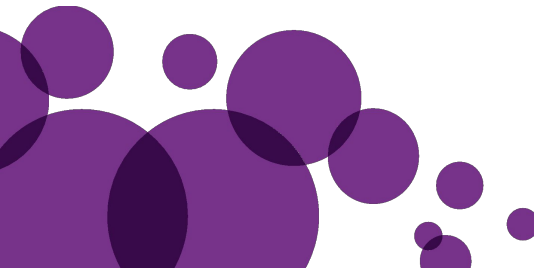
You are using inoffensive language in a
more social setting



You try to remain professional in the workplace and consider the needs of others



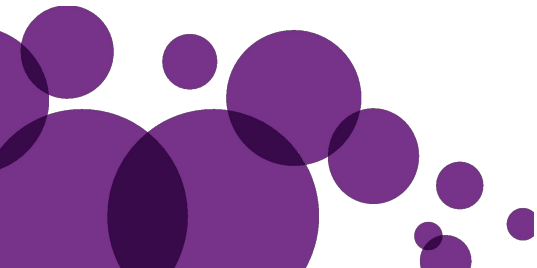
You are positive and polite



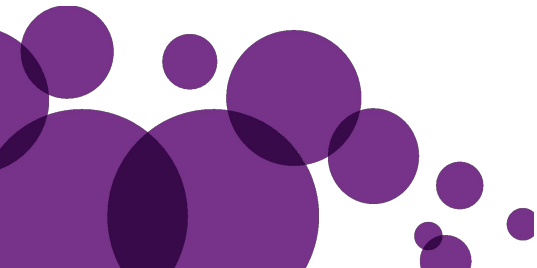


Do you need to change your
accent?

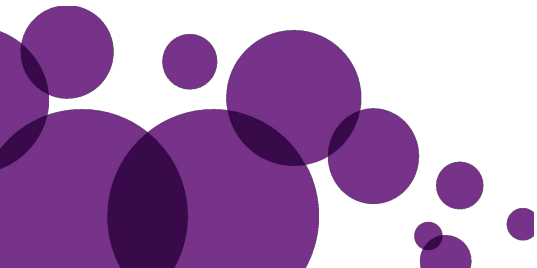
Yes if...



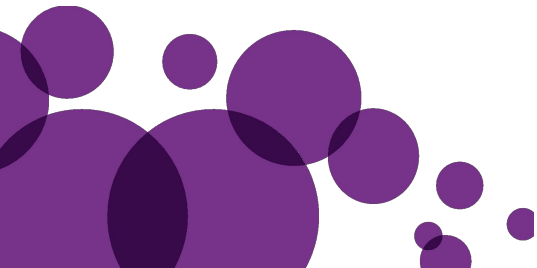
You believe some of the statistics about people with non-standard accents not being accepted for job roles



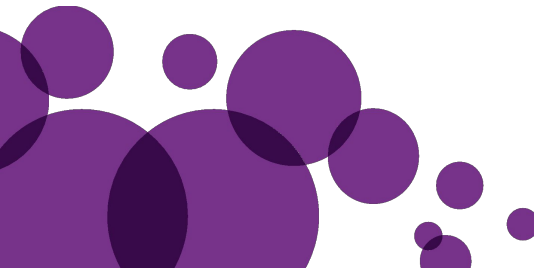
Your pronunciation of some words is
unclear



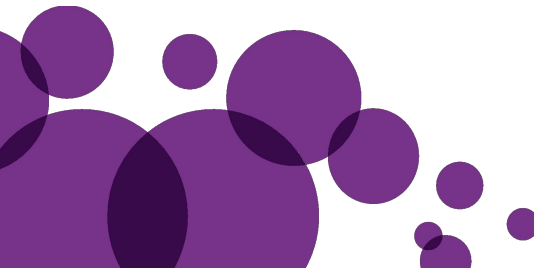
You want to



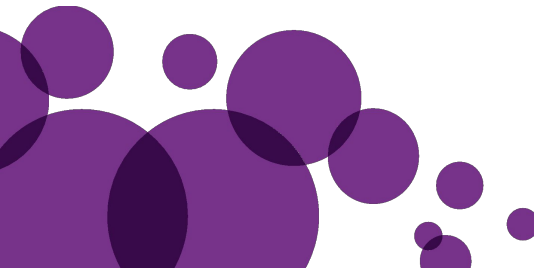
No if...



People find it easy to understand you



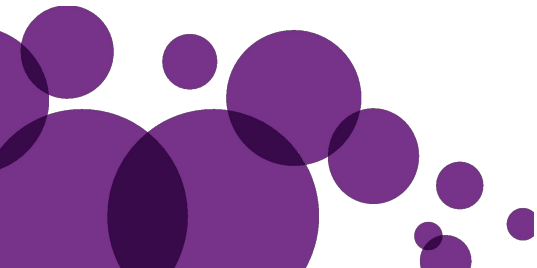
You know how to adapt your accent to fit
the situation



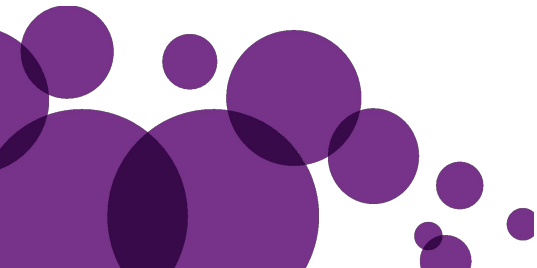


Do you need to change the
WAY you speak?

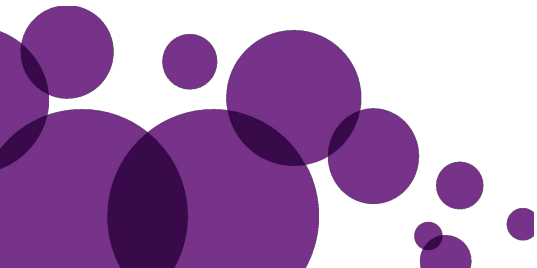
Yes if...



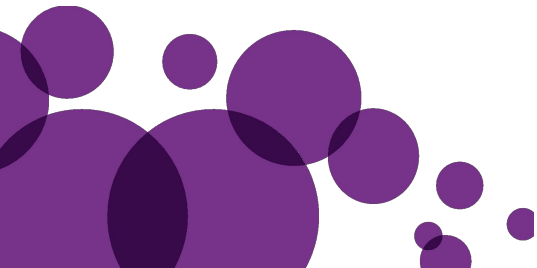
People can't understand you



People are always asking you to slow
down

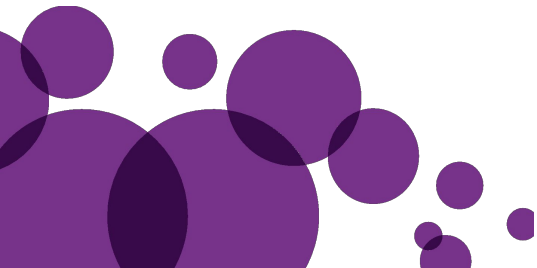


You only speak in one tone

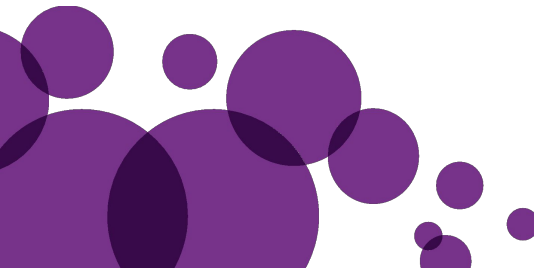


You don't fully pronounce words

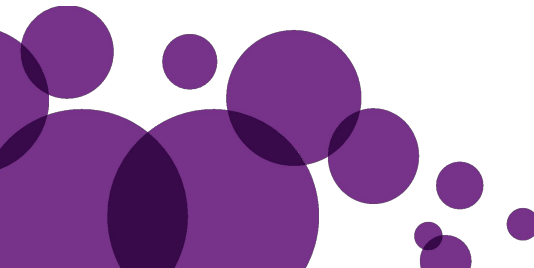
No if...



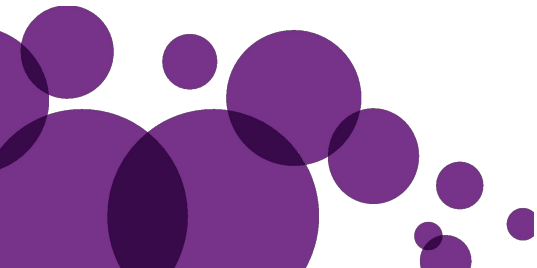
You receive positive feedback when you speak in group situations



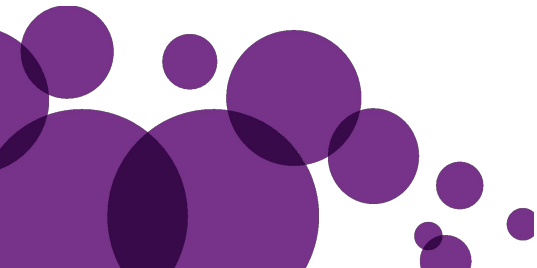
People find it easy to understand you



You've worked hard on presenting yourself professionally and clearly and have developed your skills

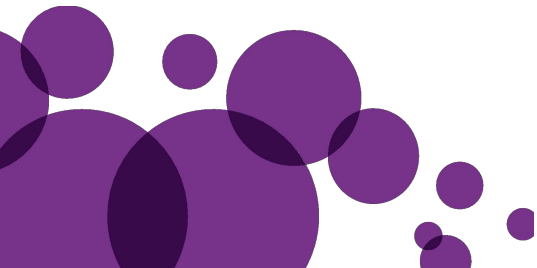


You understand that there is a need to speak differently with different groups of people depending upon a number of factors





**IT'S NOT ACTUALLY ABOUT
ACCENTS...**



What is it all about?

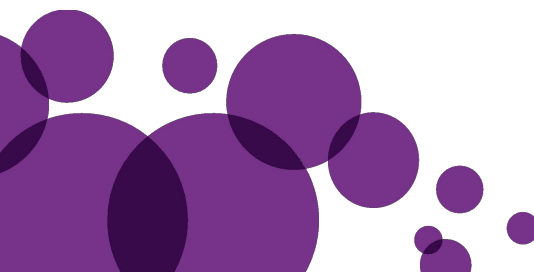
- The vocabulary you use
- Your tone
- Your confidence
- Your behaviour
- Your general body language

Choosing the Right Vocabulary

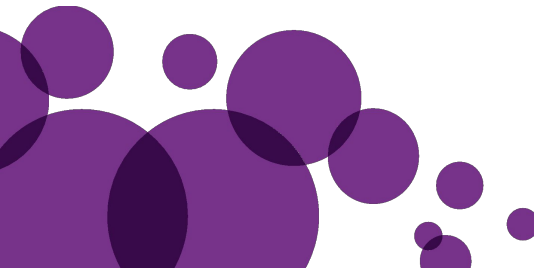
- There are some words you should avoid using in the workplace as they are unprofessional and don't give a good impression
- Sort the words you are given under the two headings to reflect words you can use in the workplace and words you shouldn't



TOP TIPS



Make sure you use formal English when
you are writing



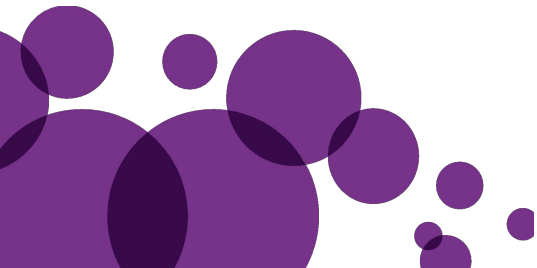
Read as much as possible to expand your vocabulary

Try to read texts written by professionals rather than just anything on the internet



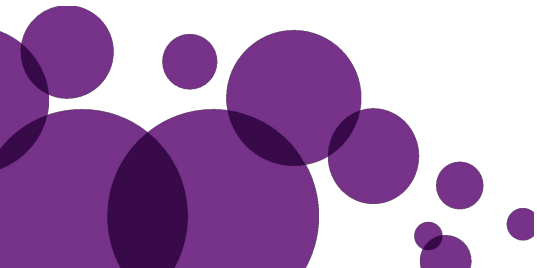
Pick someone whose speech you admire

Mirror the parts you think make them
great!

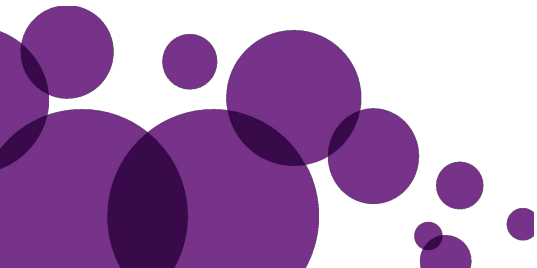


Ask for feedback

Get friends/family and colleagues to tell you if you are not saying something clearly




Focus on your pronunciation and speed
rather than your accent



Did We Achieve Our Aims?

1. Consider situations where you may wish to speak differently
2. Discuss techniques for speaking professionally
3. Identify what could be classed as unprofessional
4. Consider the impact of accent and vocabulary at work



What's one thing you
will take away from
the session?

Thank you!

