



## Strategies for Communicating for Specific Purposes

Purpose for Speaking	Preparation
<b>To share ideas</b> ... to inform others ... to contribute to group work ... to demonstrate understanding	<ul style="list-style-type: none"> <li>• Have your facts straight—be sure you know as much as you think you know.</li> <li>• Think about how to present your ideas so they will be well-received.</li> </ul>
<b>To share a point of view or opinion</b> ... to persuade others ... to balance the ideas of others ... to communicate an opinion	<ul style="list-style-type: none"> <li>• Make sure you are positive about your point of view or opinion.</li> <li>• Make sure you can support your opinion with proof/evidence.</li> <li>• Think about how other people will respond to you, and be prepared for debate.</li> </ul>
<b>To share an interpretation</b> ... to demonstrate understanding ... to help others understand	<ul style="list-style-type: none"> <li>• Make sure you really understand the information and know how to explain it clearly.</li> <li>• Think about how you want to come across (your image), and plan how you will communicate your ideas.</li> </ul>
<b>To describe an experience</b> ... to make connections ... to support a position or idea	<ul style="list-style-type: none"> <li>• Make sure the experience you are describing has a meaningful connection to the situation or conversation.</li> <li>• Make the connection <b>clear</b> to others so they understand why you are sharing the experience.</li> </ul>