



Always let listeners know what you are talking about by giving them clear indications when you change topic.

Better Communication: Give Clues When You Change Subjects

Imagine yourself at a conference. It is interesting. You pay attention. However, suddenly something happens and you no longer know what the speaker is talking about. All you wish is for the presentation to end so you can leave.

Does this sound familiar? Maybe it has happened to you. Maybe the problem was that the speaker did not remember to tell his audience he had changed subject and caused confusion and anxiety.

In fact, it is easy to be clear and organized when speaking. Just provide pointers so people become aware that

Remember that if it is difficult for you to speak, it is also difficult for listeners to understand.

Give people lots of verbal clues to help them navigate your speech.

you're no longer discussing the same issue you were talking about five minutes ago.

Most audiences do not follow everything we say, but pointers help them pay attention when we bring in another subject. In fact, when we change topic it makes sense to pause a bit so people have time to understand our words.

Additionally, if possible, move position. Describe tomatoes while sitting and potatoes while standing.

It also helps to close subjects when we are done with them. Saying "This is all I have to comment on tomatoes today" prepares your audience for apples or potatoes.

Image yourself speaking at a conference. You have many things to say but listeners don't know what they are. Too much information can be confusing if it's not well organised.

Think of your speech as a road and your subject changing clues as the towns you cross. Always mention their names so your travellers know where they stand and what they need to look for. Your speech will be easily understood and listeners will thank you for clarity.

Closing a subject

This is all on
We're done with
Up to now I've dealt with
So much for
This covers my opinion on
There's nothing else to add
Enough on
I've finished with
We've reached the end of

Leading to a new subject

I'd like to move onto
May we start discussing?
It has just crossed my mind to
To bring up another topic
The next point today is
Changing focus, I want to
On quite another matter
Right now I'll talk about
There's something else to

Andrew's how to:

- Choose a few clues from the box and memorise them. Look for ones that you find easy to pronounce.
- Decide where to insert them in your speech.
- Close finished subjects with appropriate words.
- Breathe and pause before you introduce a new topic.
- Move your body as you change subjects.



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