

THE ROLE OF SELF-PREPARATION IN ENHANCING ORAL COMMUNICATION AND BEING AWARE OF SPEECH TACTICS

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Abstract. Communication process is important for people for their academic success and achievements. Today`s world requires each researcher to communicate in different languages properly. In this article, there are some possible tips and recommendations for language learners to learn and improve their productive skills, especially speaking independently, without spending too much time outside. It is clear that communication is dynamic process and it involves an interaction with partners, more people but you can organize this conversation yourself.

Key words: target, speech tactics, socialization, interaction, transmit,

Language is a tool gives a chance to express ourselves verbally to our audience and listener. Proper communication motivates students to assimilate more from learning and getting information by empowering them to ask some questions and discuss doubts during the classes. It activates teachers to work on themselves, to prepare for classes beforehand and create new worksheets and activities to utilize with these students for the next time. Effective communication develops the process of socialization by facilitating new friends and colleagues by interacting with them in a daily life. There are some features of effective communication:

Message: is the main factor for a good communication [1; 3].

Addressing to someone and expressing about making a dialogue is an effective way of communication. Self-confidence, being motivated and prepared. There are some ways and steps of improving speaking skills independently: **Mirror**. Mirror is the best tool helps you observe yourself, and make it correct for the next time. You are an elementary level learner, you have lack of vocabulary to use, lack of ideas to describe and lack of confidence to behave you in front of the audience but still you have enough time for self-development, to learn the language perfectly and to speak fluently and coherently. At the beginning of practice, I asked my students just to learn by heart simple topics, such as : My family, My day, My hobby, My favorite sport, My free time activities....And try to retell it in front of the mirror in a loud voice. After practicing it repeatedly, you will increase self-confidence and interest for this language. Not only your communicativeness but also, your appearance and eye contact will develop at a time. It can be a partner for you. **Watching and listening to native speakers with subtitles**. Nowadays, you can use the Internet sources easily and unlimitedly. There are official suggested videos and preparation fragments to watch and learn independently, such as Emma, Liz and Adam are international teachers and experienced IELTS instructors. They can give learners some useful advice and techniques we should try to use while we are learning and developing language skills. Language can be learned successfully at first by imitating to native speakers and watching or listening real speaking people is a great way to develop our productive and pronunciation skills. At the beginning of a self- practice, subtitles are absolutely

important to catch and understand the main plot of the video or fragment. Pronunciation will also be exact and clear. Watching these types of videos spontaneously, you will be adapted to understand and imitate it. This is our goal from doing this activity. **Learn with definition not translation.** At the beginning of your learning process, try to learn the new words and expressions with simple synonyms or definitions. It is a bit difficult to put these words into your speech if you learn the language with translation, definitions or synonyms are more useful and practical to use in practice. You will have a chance to enhance not only your vocabulary, but also speaking and writing skills. **Record yourself.** After learning some simple topics and watching native speakers` videos you have already had some extra knowledge and vocabulary to use. Next step is to record yourself and analyze it attentively. Do this activity repeatedly until you get a fluent, confident and well-pronounced speech. Self-observation and self-criticizing are the best ways to do self-improvement in your language skills. You can listen to you and you can easily realize your mistakes and progress in your speech. **Read short stories and retell.** Nowadays, online libraries can provide the readers with any level of books, stories and novels. You have an opportunity to choose the books according to your interest, age and level. Reading is one of the productive way of developing speaking and writing skills and also to broaden people`s outlook and worldview. You can overcome the problem of lack of idea while you are speaking about any kind of topic or you are writing opinion essays in your learning process. While you are reading a story or novel, you need a copybook to make some notes, it may be useful words or phrases are new for you. Do not worry if you have no partner to discuss about your book, it can be yourself in the mirror, or your mobile phone to record it. **Practice Public speech.** Monologues are the effective way of gaining self-confidence and have some experience about your background knowledge. To behave yourself in front of the audience motivates you to learn more, to practice the language. **Take part in Debates and discussions.** Learning the language is not just speaking the words are necessary or not. It is to think, to live and to feel in this language. It is important what you are saying and to explain why you think in this way, supporting your ideas in this target language. As it is clear that we have several quotes about the language and this event, such as “language is not a substance, it is a process”. “Language does not exist, it happens” [2; 1].

Personally, these quotes give us an overall, brief and concise meaning and rule of a language. It is fact that language is not a substance, it is a process of delivering and receiving information people are going to activate it, conversation is a process. It does not exist, it happens, the subject who makes it happen, they are participants of the communication process. They are receiver and sender the messages or information in this process. There are several psychological characteristics and speech tactics in learning and teaching oral language and communication [3; 4]:

1. Speech must be motivated: while speaker is describing his/her feelings and thoughts, it is important to have high mood and desire to talk to someone. There must be an answer this question: Why is he/she talking? Because he/she has an inner motivation to ask or to give some information related to a particular topic, they have some interests or desire to do this. However, oral speech and communication process motivated outwardly, by the people who surround you. There are some rules for

teachers that they should follow during teaching process: In teaching any foreign languages, it is significant to think over motives motivates pupils speak. They should feel that they should have the necessity to speak, not only the interest about taking a good mark. Teachers have to try to ensure students to speak foreign languages, to answer questions, to express their perspectives promptly. Oral language and communication in the classroom should always be motivated and stimulated by teachers. . The pupil`s speech is considered unprepared when without any previous preparation, they can do the following:

- Speak on a subject suggested by a teacher
- Speak on the text read
- Speak on the text heard
- Discuss a problem or problems touched upon the text read or heard.
- Have an interview with foreigner
- Help a foreigner to find a place [4;2]

At the beginning of the different interactive activities, teachers should practice and teach to children in a way that they should address and communicate with other classmates not only with a teacher. Because in most ways, students do not listen to each other while others are asking a question, answering or explaining something.

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