

# Business Communication, 2nd Semester

## Chapter 5 Speech Improvement

### Topics to be covered:

- A. Pronunciation, stress, accent.
- B. Importance of speech in hospitality & service industry.
- C. Common phonetic difficulties.
- D. Connective drills exercises.
- E. Introduction to frequently used foreign sounds.

What is Speech? Speech is an act of human vocal/verbal communication using language. What is spoken, has to be understood by others.

Phonetics: Phonetics is a branch of 'Linguistics' that studies how humans produce sound and perceive sound.

Phonology: Phonology is the branch of 'Linguistics' that studies how languages or dialects systematically organize their vocal sounds.

Linguistics: Linguistics is the scientific (analytical) study of human language. Linguistics studies the nature and structure of language, in a scientific manner.

# Speech Improvement Doityourself And 3 Cassettes

**S Ben Porath**



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The Nation ,1994      *Words on Cassette, 2002* R R Bowker Publishing,2002      **The Rotarian** ,1987-09 Established in 1911 The Rotarian is the official magazine of Rotary International and is circulated worldwide Each issue contains feature articles columns and departments about or of interest to Rotarians Seventeen Nobel Prize winners and 19 Pulitzer Prize winners from Mahatma Ghandi to Kurt Vonnegut Jr have written for the magazine      Spectrum ,1991      **Schwann-1, Record & Tape Guide** ,1984      **On Cassette** ,1990      *Psychology Today* ,1968-06      **PSYCHOLOGY TODAY MARCH 1992** ,1992      **World Press Review** ,1999      **Verbatim** ,1989      **Schwann** ,1989      *Congressional Quarterly Weekly Report* ,1993-10      *The New Schwann* ,1985-12      Schwann Spectrum ,1996      Psychology Today T. George Harris,Ziff-Davis Publishing Company,      *West Coast Review of Books* ,1989      Resources in Education ,1984      **Venture** ,1984      **Outlook** American Association of University Women,1989      **Ms. Magazine** ,1972

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jan 12 2021    send and email or a written request for a meeting use the company letterhead to issue the warning serve the letter in a formal setting and never in a public space or at his or her desk clearly state your company policy regarding the *how to write an employee warning letter in 7 steps* - Jul 10 2022

sep 15 2023    how to write an employee warning letter you can follow these steps to write an effective employee warning letter 1 create clear policies and communicate them the first step to take before you write an infraction notice is clearly communicating policies beforehand