Global communication: participating in a meeting

Myth no. 1: I can't speak in the meeting because everyone will notice my grammar mistakes 😣

No! What do people notice when you are speaking more than your grammar?

- How you make your audience feel (are you engaging them?)
- Your confidence
- Your voice
- Your body language

The ONLY place people will think about your grammar mistakes are if they are on your slides. So avoid lots of writing on your slides.

Keeping your audience engaged

It is **a lot** more difficult to get and keep your audience's attention online. You need to work even harder than when you are face-to-face.

Here are some tips:

Look directly into the camera when you speak

Use online tools: polling (Mentimeter, Wooclap), the chat, the whiteboard, collaborative tools (Jamboard, Klaxoon)

Use your voice: remember 86% of your online message impact is auditive

Use the **SEAQS** techniques: story, expert opinion, ask a question, quote, surprising statistic

Avoid Powerpoint karaoke (reading all the text on your slides). **You** are the most important part of your presentation., not your slides.

Using your voice in English

When you're online, you need to speak louder and clearer than usual.

You also need to put more energy into your voice, as everything online is flatter than in real life. .

When you're online, you tend to speak more quickly. You also speak more quickly when you're stressed. Force yourself to pause, especially after important points, so your audience has time to integrate what they've heard.

Sentence stress is the most important pronunciation point in English. It makes you easier to understand and your message will be clearer. If you don't know which words to stress, think about which ones add information to the sentence. If you're not sure which syllable to stress, it will be marked as ' before the syllable in any dictionary. For example: *infor'mation*

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Useful phrases for your meetings

To clarify

Can you rephrase that please?

Sorry, I didn't catch that.

So what you mean is…

Let me confirm what you said:

When you want to speak

Can I come in here?

I'd like to add something

Let me finish.

If I may…

Technical problems

You're on mute.

Your audio is cutting.

Can you say that again? You cut out.

Let me leave and come back.

Sorry, my internet is really bad.

My computer crashed.

Can you let me share my screen?

Your picture is frozen.

Tips on understanding native speakers

Myth no. 2 : I didn't understand because I didn't hear every word.

If you didn't hear every word, it's because every word didn't exist! Native speakers "eat" the unimportant, not stressed words.

Sentence stress can also help you understand native speakers. You can usually understand the message from the main words you hear.

Native speakers link their words together even when they are speaking "properly": *want to = wanna, going to = gonna, how about you = howbowtchu, whaddayadoin = what are you doing*

In my opinion, native speakers need training on how to speak global English., but companies don't want to pay for this! Don't be afraid to ask them to slow down or to rephrase **as many times as you need.** They have to make an effort too.

How can Aygen Training help you?

Catherine Aygen has more than 20 years experience in training professionals to communicate effectively in an international business environment. Based in Grasse, but working online and in-person with French speakers and companies all over the world, Catherine and her small team of experienced trainers offer a range of fun and effective training, with a basis in neuroscience, for your global communication needs.

- *Prise de parole en public en anglais*
- *Dynamiser vos interventions en visio*
- *Communiquer en équipe internationale*
- *Rédaction pertinente*
- *Confident conference calls*
- *Neurolanguage® Coaching*
- *Communication professionnelle en anglais*