

Speech & Language Therapy

Advice for Clear Speech

Top Tips for the Speaker

1. **Speak slowly and loudly:** Imagine you are talking into a microphone. Project your voice.
2. **Exaggerate:** Improve your clarity by exaggerating your lip and tongue movements when speaking.
3. **Focus on all your speech sounds,** particularly the ends of words. This improves speech clarity.
4. **Stress key words:** say them **loudly** and for **longer**. Add intonation and expression.
5. **Syllables:** Split words and phrases into syllables, for example, in-the-af-ter-noon.
6. **Topic:** Say one word or phrase before speaking in sentences. This will tell the listener what the topic is about and help them understand what you are saying, for example, "dinner" before starting to talk about what you want to eat.
7. **Understand:** Check the listener has understood you. Add pauses to let the listener think about what you have said.
8. **Fatigue:** Try not to talk too much when you are tired. Your speech may be harder to understand.
9. **Body Language:** Use body language, expressions, pointing, drawing, or writing when you have trouble talking.
10. **Avoid Multitasking:** focus on your speech
11. **Posture:** Relax. Sit or stand comfortably. A good posture helps with good breath support when speaking. Speak in an upright position.



Top Tips for the Listener

1. **Minimise distractions:** Talk to me in a quiet room with good lighting.
2. **Attention:** Pay attention to me when I talk.
3. **Understanding:** Let me know if you have not understood.
4. **Repeat:** Repeat what you have understood, so that I don't have to start from the beginning.
5. **Ask me:** If you still don't understand me, ask me yes or no questions. Or ask me to point or write down what I am saying.
6. **Patience:** Have patience and try not to finish off my sentences.