Романські, германські та інші мови і література

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**DEVELOPING COMMUNICATION SKILLS IN ORDER TO GO THROUGH ACADAMIC EXAM (SPEAKING AS AN IMPORTANT PART OF TOEFL EXAM)**

Speaking skills have very practical meaning in career life of a modern person. Without them people won’t be able to succeed in the working world and in life. Great communication abilities help to form connections between partners, influence the process of decision making. “Speaking is a productive aural/oral skill and it consists of producing systematic verbal utterances to convey meaning" [4, p.48]. So, no wonder that Speaking is an important section in TOEFL exam. As it helps the exam holders by taking them through the process of developing abilities and practicing for this section in advance and evaluating the speaking skills during it to get ready for the real professional life.

This part of exam aims at showing fluent speaking skills in academic environment. The exam taker should speak clearly and coherently using proper grammar patterns and rich vocabulary.

It is wrong strategy to think that the exam holder doesn’t need to study for this section even if English speaking skills are of high level. However, preparation is of a paramount importance for most people in this section. It is good topractice every day, if it is impossible then it is goodto do speaking for at least 2-3 hours a week. A person may have conversations on chats with friends. It is also very important to answer TOEFL Speaking questions as it helps to better understand the types of questions you’ll be asked, how long you have to prepare, and how long your responses need to be. It only seems that speaking for 60 seconds is not long but it can feel longer than you’d expect.

The strong vocabulary shown in the speech plays an important part of TOEFL Speaking score, so it is good to express opinion and describe experiences or facts in a rich spoken language with lots of different words and phrases to reveal your knowledge. It is not needed to operate much of terminology, but including a few less common and more challenging words in the answers will create a great impression. Many professional English teachers recommend learning vocabulary and the language itself through the reading which will lead to speaking. “Where there is little reading there will be little language learning ... the student who wants to learn English will have to read himself into a knowledge of it unless he can move into an English environment” [1, p.52].

This speaking section includes different aspects such as some reading, listening, writing down some notes. It lasts for 20 minutes and you need to understand what to do otherwise you may feel confused. There are six tasks. You are not going to speak to a real examiner. Instead of this the recorded conversations will be listened to and you need to respond into a microphone. Your responses will be evaluated by TOEFL examiners. From 0-4 is given for each question. Then they are added together and overall score is from 0-30 for the speaking section which makes up 25% of the total TOEFL score out of 120.

There are three different types of TOEFL Speaking questions, two tasks for each type. The first two tasks are independent speaking tasks that an exam holder should express own ideas, opinion and experiences when responding. For every question 15 seconds will be given to concentrate on and then there will be 45 seconds to speak. As time for preparation is very short so it is good to think quickly. The exam holder won’t be able to think of all the details, so it is good just to concentrate on the topic and express the details and arguments naturally. If time is left and the speaker runs out of what to talk about then it is time to switch to imagination. There is no rule to keep up to only real facts; the exam holder may use imaginary situations or details while being able to continue speaking.

The remaining four tasks are integrated tasks. Students must use more than one skill in Tasks 3 and 4 as it requires ability to read, listen, then to speak. It is given 45 seconds to read a short passage, then to listen to a short lecture (about a minute in length). After that, there will be 30 seconds to prepare, and then it is needed to speak for 60 seconds. This is a very tricky task. The best advice is to take notes while reading and listening so after that there will be summarized information when the preparation time starts. So having some notes can help to avoid the waste of time on going back to the text.

The differences between the information in written passage and the information in the audio clip is important in answering the questions. In the response the speaker should back up the statements withevidence from the audio clip or written passage to show the ability to include information which was heard and read to create a powerful argument.

The final two TOEFL speaking tasks 5 and 6 require the exam taker to listen and then to speak. For these two tasks, it is necessary first to listen to a short audio clip, and then to have 20 seconds to prepare, and afterwards to speak for 60 seconds.So again, it’s important to be able to quickly summarize the main points of the clip in a few notes so to be ready to speak when the timer starts. Throughout your response, you should mention specific parts of the audio clip to strengthen your statements.

Speaking section in the TOEFL exam can be very stressful for most people. So, some exam takers are trying to pronounce as many words as possible to get better points and start speaking very quickly during the answers. Others get very nervous and start stumbling over words with long gaps and lose their confidence and speak on the contrary very slowly. Both situations are not beneficial for the exam taker. So, it is necessary to have good practice speaking normally in a steady pace.

Frequent switch between listening, reading, taking notes, and speaking can be easy for a person to get distracted and let your mind wander. However, it’s very important to stay focused during this section.

Good preparation by speaking regularly, answering questions, enriching of the vocabulary will help the exam taker to mind time properly, to speak at normal speed and to stay focused and concentrated which can lead to a success.

Thus, as it was mentioned above the exam helps the exam holder to develop the speaking skills themselves in the process of preparation and taking it, effective speaking of a young person in future professional life should include the following: the message of an utterance must be wisely built-in mind as coherent passage with the appropriate conjunction words and correct grammar and also clearly pronounced and then heard. A person who is naturally talking either quietly or loudly should try to use neutral tone of speech. The choice of words is also involved in rendering the meaning of the speaking. So, both factors are important: what is said and how it is said.

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