

Public

Speaking



Profile Your Audience

- The mood
- Education
- Familiarity with Topic.
- Familiarity with Jargon.
- Interest in topic.
- Possible misconceptions.
- Attitude.

Different Venues

Communicating via media

- Interview Time 3min
- Talk show Time 10 min
- Press conference Time 5 min
- Advertising Time 5 min

Leadership Speaking

- To employees or team Time 20 min
- Training workshop Time 30 min
- Motivational speaking Time 15min
- Delivering bad news Time 10 min

Entertaining Speech

- After dinner speech Time 30 min
- Make them laugh Time 10 min
- The Dramatic Story Time 10 min

Speaking to Persuade

- Sales presentation Time 15 min
- An opposing stance Time 10min

What Makes a Joke?

Subject

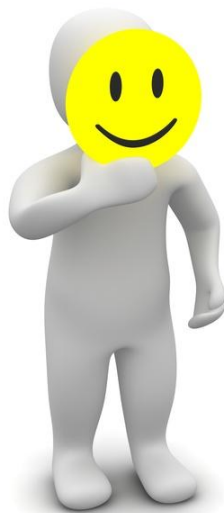
Cruel

Realistic

Exaggerated

Emotional

Make them Jump



Tips on using flip charts

Eye Contact - Avoiding eye contact indicates to the audience that you are not confident in what you are saying or that you are hiding something.

Hand Gestures - Use them to emphasise a point, but don't overdo it and distract the audience.

Movement - Movement can represent confidence to the audience. Too much movement, however, is a sign of nervousness.

Facial Expressions - If you are saying something funny, then smile. If you are talking about something serious, show a look of empathy. Showing no emotion will make you seem aloof, while an expressive face can help you connect with the audience.

Vary Your Voice - As discussed earlier in the workshop, pay attention to your tone and your speed.

Dress the Part - Certain speaking situations will call for more professional dress than others.

Get Plenty of Rest and Arrive on Time - Arrive on time and ready to go. Being tired can weaken your memory and lower your energy level.

Take Your Time - Take your time and allow everyone to absorb what you are saying.

Pause for Important Ideas - Pauses are good. They let your audience think about your words. Try to pause after the most important points in your speech.

Find a Friendly Face - When you deliver your speech, look for a friendly face. This will give you encouragement throughout your speech. Don't stare at the person, but periodically look over for a little boost in confidence.

Dealing with nerves

Preparing Mentally

Receptive visualisation. Relax, clear your mind, sketch a vague scene, ask a question, and wait for a response. You might imagine you are on the beach, hearing and smelling the sea. You might ask, "Why can't I relax?", and the answer may flow into your consciousness.

Programmed Visualisation. Create an image, giving it sight, taste, sound, and smell. Imagine a goal you want to reach, or a healing you wish to accelerate. Jane used visualisation when she took up running, feeling the push of running the hills, the sweat, and the press to the finish line.

Guided Visualisation. Visualise again a scene in detail, but this time leave out important elements. Wait for your subconscious to supply missing pieces to your puzzle. Your scene could be something pleasant from the past.

Breathing

1. Find a comfortable position either lying on your back or sitting. If you are sitting down, make sure that you keep your back straight and release the tension in your shoulders. Let them drop.
2. Close your eyes.
3. Place one hand on your stomach and the other on your chest.
4. Take a few breaths as you normally would. Does your belly rise and fall with every breath and? If you can answer "yes," that is good. This is the natural way of breathing. If your belly stays still but your chest rises and falls with every breath, practice breathing by only allowing your belly to rise and fall when you breathe in and out.
5. Continue to take deep breaths, concentrating on only moving your belly.
6. Continue as long as you would like!