

## *Effective Public Speaking*

Presentation to REN R 603  
Graduate Research Seminar  
September 2006

## *Today's Objectives*

- Overview of Public Speaking
- Controlling Nervousness
- Becoming an Effective Speaker
- Moderating a Panel

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## *Why is Public Speaking Important?*

- Powerful skill
- Few jobs that do not require good communication skills
- Remuneration
- In a technologically sophisticated world, the basics are still important

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## *If it's that important, why isn't everyone doing it?*

- Number-one fear
  - above fear of snakes
  - above fear of heights
  - above fear of death
- Not emphasized in educational system

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## *Signs of Nervousness*

- Sweaty palms
- Rapid pulse
- Sick feeling in stomach
- Scattered thoughts
- Elevated temperature
- Dry Mouth
- Shallow breathing

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## *Overcoming Nervousness*

- Knowledge
  - Begins today with my presentation
- Practice
  - On-going throughout the term

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## *Controlling Nervousness*

- Stance
- Breathing
- Eye contact
- Pain
- Preparation
- Practice

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## *Practice Public Speaking*

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## *What is a Speech?*

- A logical flow of thoughts or ideas that support one main topic

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## *Types of Speeches*

- Entertaining
- Informative
- Motivational
- Educational
- Promotional

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## *Forms of Delivery*

- Impromptu – responsive
- Extemporaneous – broad outline
- Scripted
- Memorization

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## *Preparation*

## *Information Needed to Prepare*

- Time available
- Audience
- Technology Available
- Purpose of Speech

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## *Make your Speech Memorable*

- Structure it well
- Repeat your most important points
- Use pauses
- Use anecdotes
- Create acronyms
- Use visual aids

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## *Practice, Practice, Practice!*

- Time your speech
- Use a mirror
- Borrow friends and family members
- Practice eye contact
- Practice breathing and posture

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## *Being an Effective Moderator*

- Introductions
- Bridging
- Management

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## Introductions

- Need to know
  - speaker's name
  - speaker's background
  - speaker's topic
- Role is to draw the speaker and the audience together

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## Give "ASS" to Introductions

- Why this Audience?
- Why this Subject?
- Why this Speaker?

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## \*\* Sample Introduction \*\*

## Effective Bridging Techniques

- Fills the space between speakers
- Requires ad-libbing
- Helps in job interviews, Q&A sessions and at parties

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## Management

- Prepare in advance
- Expect to be flexible
  - keep pen and paper handy
- Keep things on time
  - talk to speakers beforehand
  - maintain control of event

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## Advice from my brothers:

- Relax, loosen up, soften the rigid edges of your outline.
- Get through your material without it looking like you're "getting through your material."
- Tell stories. Give people some narrative.
- Eye contact! Look, act, and FEEL like you're talking to a bunch of individuals, not a group.
- Be a human, not a recording. Warm up. Tell your audience why YOU are giving THIS talk. Connect.
- If you enjoy what you are doing – your audience will enjoy it

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- Humor is powerful. Take the risk of failing.
- Say something worth hearing.
- Inspiration over prose.
- Facts & data are important, but available from paper.
- Use the MEDIUM of public speaking for emphasis
- Images support the speaker, not the other way around.

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## Remember!

- Your audience wants you to succeed

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