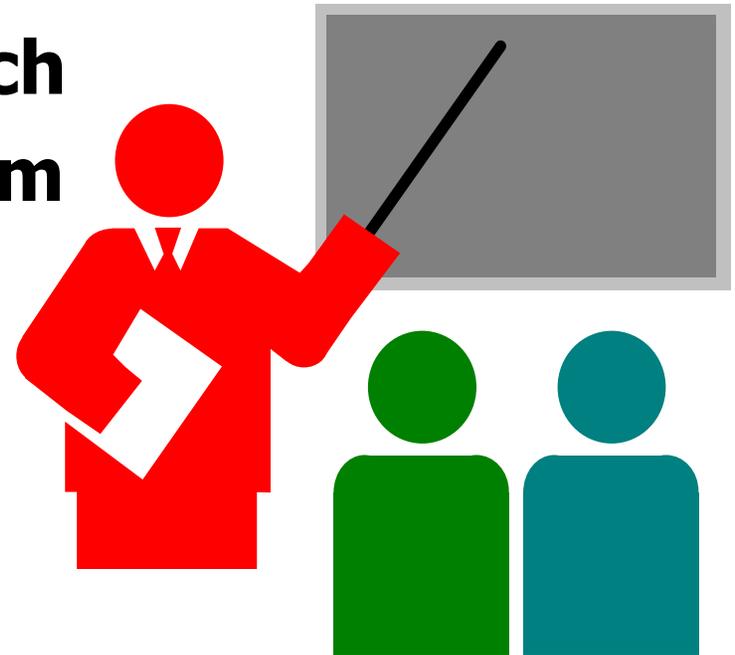


Presentations



Why Public Speaking?

- ⌘ **An Enduring Legacy**
- ⌘ **Reasons for Public Speech**
- ⌘ **Public Speaking as a Form of Communication***



Why Public Speaking: An Enduring Legacy



- ⌘ **476 B.C.- Corax, Sicilian teacher offered lessons in *rhetoric*.**
- ⌘ **427-347 B.C.- Plato, Greek philosopher, viewed rhetoric as a means of seeking truth**
- ⌘ **384-322 B.C.- Aristotle, philosopher and student of Plato, viewed rhetoric as the art of persuasion. Wrote the textbook, *Rhetoric*.***

Why Public Speaking: An Enduring Legacy

⌘ 18th-19th Centuries- colonists delivered speeches in the quest for independence

⌘ 21st Century

☑ public speaking remains an indispensable vehicle for expressing ideas



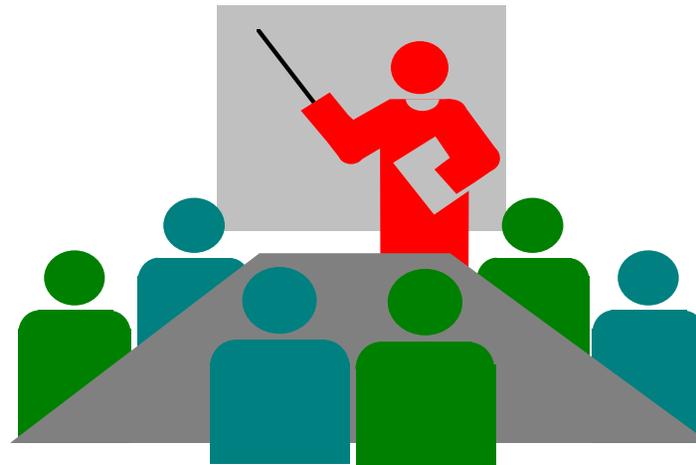
Why Public Speaking:
Reasons for Public Speech

☒ 3 Main Functions:

☒ **to inform**

☒ **to persuade**

☒ **to celebrate or commemorate special occasions***



Why Public Speaking: **Public Speaking as a Form of Communication**

⌘ Dyadic Communication

☑ communication between two people, as in conversation.

⌘ Small Group Communication

☑ a small number of people who can see and speak directly with each other, as in a business meeting.

⌘ Mass Communication

☑ communication between a speaker and a large audience of unknown people, as in television.

⌘ Public Speaking

☑ a speaker delivers a message with a specific purpose to an audience of people who are present at the delivery of a speech.*

Why Public Speaking: **Public Speaking as a Form of Communication**



- ⌘ Similarities between Public Speaking and Other Forms of Communication
 - ☑ sensitivity to the listeners

- ⌘ Differences between Public Speaking and Other Forms of Communication
 - ☑ listener feedback
 - ☑ level of preparation
 - ☑ degree of formality*

Benefits of a Public Speaking course

- ⌘ You learn how to speak to a public audience
- ⌘ You learn skills that apply to one-to-one communication
- ⌘ You develop the oral communication skills prized in the job market
- ⌘ You work in an ideal environment for gaining experience and building confidence
- ⌘ You can make a contribution to the lives of other people



Benefits of Public Speaking: **Becoming a More Knowledgeable Person**

⌘ A good speech is a blend of form and content

☑ Basic speech form

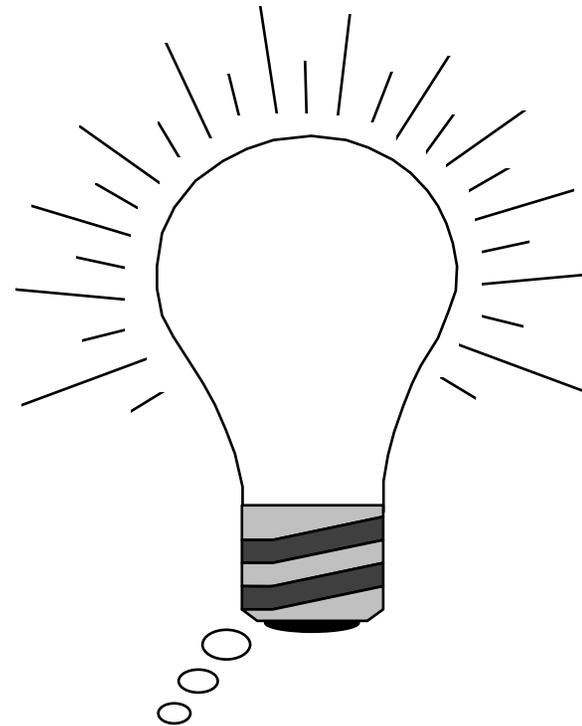
☒ introduction

☒ body

☒ conclusion

☑ content

☒ topic of the speech*

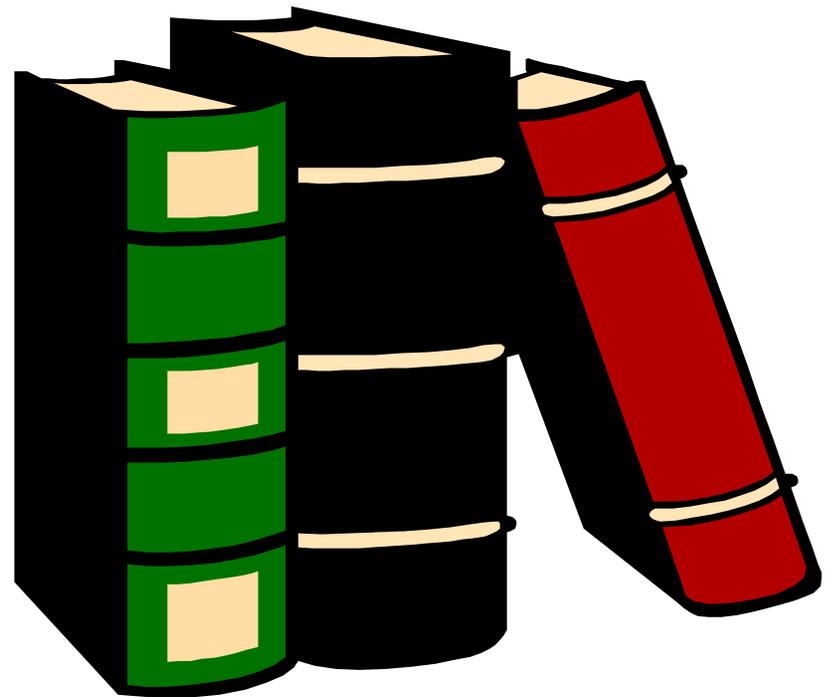


Benefits of Public Speaking:

Enhancing Your Career as a Student

⌘ Preparing speeches involves numerous skills that you can use in other courses

- ☑ research**
- ☑ organization**
- ☑ creative thinking***



Benefits of Public Speaking:

Honing Critical Thinking and Listening Skills

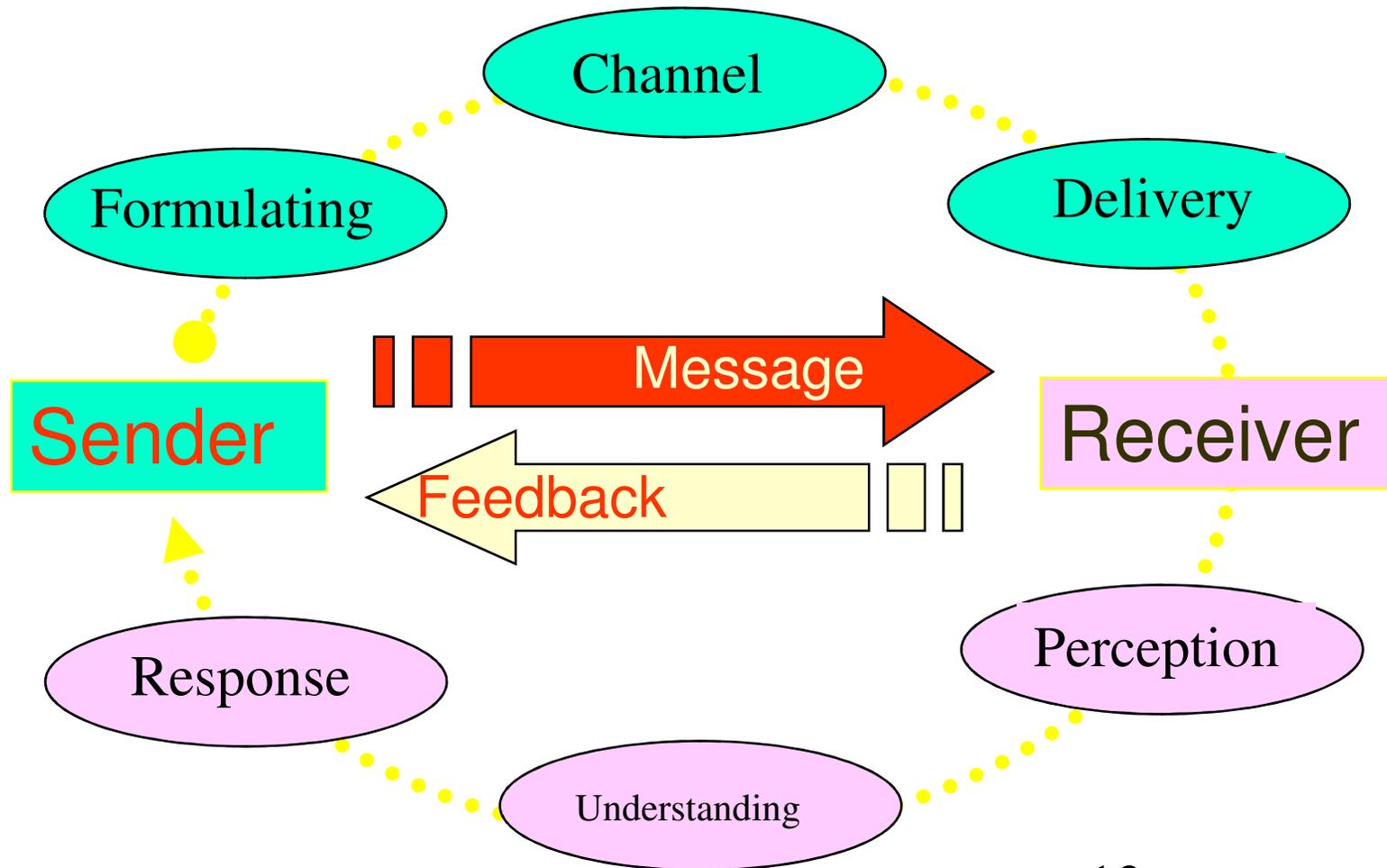
- ⌘ Public Speaking training sharpens your ability to reason or think critically
 - ☑ learning to make claims and then presenting evidence and reasoning that logically support them*



What is Communication?



Communication : The Flow



The Speech Communication Process

- ⌘ Speaker - speech communication starts here
- ⌘ Message - whatever is communicated
- ⌘ Channel – means by which a message is communicated
- ⌘ Listener – the receiver of the communicated message
- ⌘ Feedback – comes in many forms and must be understood
- ⌘ Interference - anything impeding the communication of the message
- ⌘ Situation – the time and place of occurrence

Fear of Public Speaking

⌘ Population

- ☒ Fear No.3=Death
- ☒ Fear No.2=Snake
- ☒ Fear No.1: Public Speaking



Question

⌘ What are main reasons for speakers' nervousness?



Reasons for nervousness

- ⌘ Fear of being stared at
- ⌘ Fear of failure
- ⌘ Fear of rejection
- ⌘ Fear of the unknown



The value of fear



- ⌘ Are fear and nervousness beneficial to the public speaker?

In the planning stage...

- ⌘ Choose a topic about which you know a great deal
- ⌘ Prepare thoroughly
- ⌘ NEVER memorize a speech
- ⌘ Use 'positive imagery' technique



In the planning stage...

- ⌘ Understand shyness
- ⌘ Shift focus
- ⌘ Plan visual aids
- ⌘ Make arrangements
- ⌘ Devote extra practice to the introduction



General tips for effective presentations



Preceding speech...

- ⌘ **Verify equipment && material**
- ⌘ **Get acclimated to audience and setting**
- ⌘ **Use physical reactions to release tension**



During speech...

- ⌘ Pause a few moments before starting
- ⌘ Deal rationally with your body's turmoil
 - ☑ Pounding heart
 - ☑ Trembling hands
 - ☑ Shaky knees
 - ☑ Dry, constricted throat
 - ☑ Difficulty in breathing
 - ☑ Quivering voice
 - ☑ Flushed face



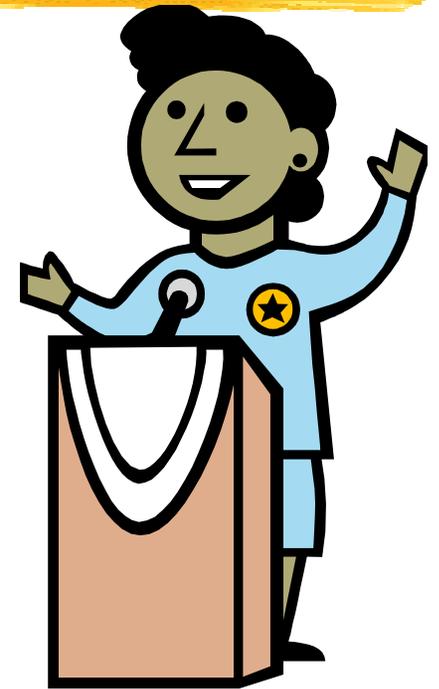
During speech...

- ⌘ Think of communication, not performance
- ⌘ Know that most symptoms are not seen
- ⌘ Never mention nervousness or apologize
- ⌘ Don't let your audience upset you



During speech...

- ⌘ Act poised: *act as if you already are confident*
- ⌘ Look directly at the audience
- ⌘ Don't speak too fast



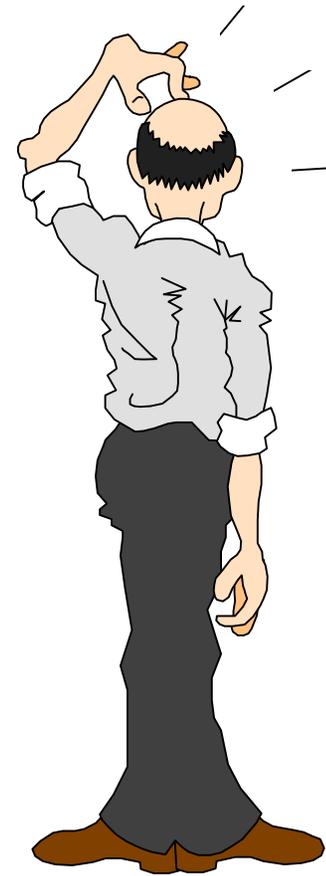
During speech...

- ⌘ Get audience action early in the speech
- ⌘ Eliminate excess energy
- ⌘ Accept imperfection
- ⌘ Welcome experience

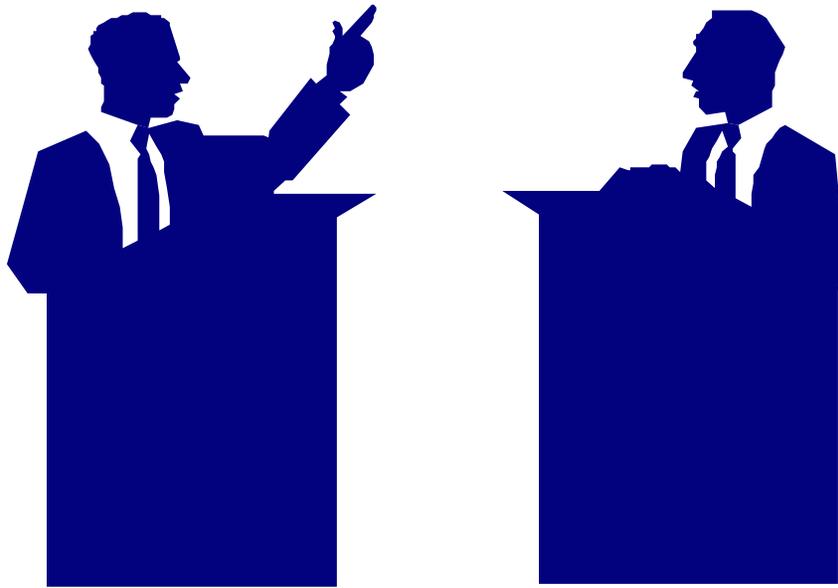


Things You Shouldn't Do

- ⌘ Read directly from notes
- ⌘ Read directly from screen
- ⌘ Turn back on audience
- ⌘ Slouch, hands in pockets
- ⌘ No um, ah, you know...
- ⌘ Nervous gestures
- ⌘ Talk too fast,
- ⌘ Talk too quietly



Things You Should Do



- ⌘ **Eye contact**
- ⌘ **Can glance at notes**
- ⌘ **Appropriate gestures**
- ⌘ **Rhetorical questions to involve audience**

Practice takes you from this..



To this....

