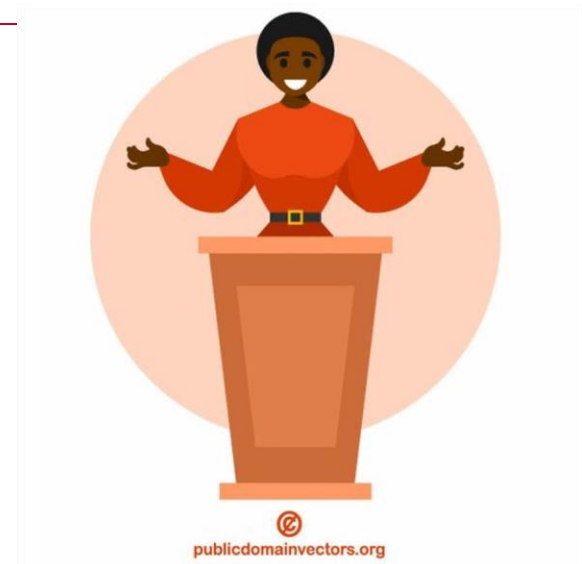




facultad de
estudios generales

Public Speaking Techniques



Important notice



At the end of this presentation there is a link to a Microsoft Forms quiz. It is recommended that you score an 80% or higher.

Please take your time viewing and studying this material before you proceed with the quiz.

Objectives

After studying this module, students will:

- Learn what public speaking is, why it is important and how to prepare for it
- Comprehend the benefits of public speaking
- Understand the characteristics of a good public speaker
- Apply public speaking skills in their own presentations
- Identify when to apply ethics to public speaking

What is Public Speaking and why is it important?



Definition:

→ Public speaking occurs when you give a speech to a live audience. Public speeches can cover a wide variety of topics. The goal of the speech may be to educate, entertain, or influence listeners. Often, visual aids in the form of an electronic slideshow are used to supplement the speech because this helps make it more interesting to listeners.

→ A public speaking presentation is different from online presentations. Online presentations are available at any time, they often use slideshows or pre-recorded videos of a speaker. On the other hand, a public speech is typically limited to a specific time or place.

Why is it an important skill?

→ Public speaking is an indispensable skill due to the **interdisciplinary** applicability of it.

→ **For academic environments**

- It helps develop **confidence** in the material you're specializing.
- **Promotes research** and **self-learning** in the process of preparing the speeches.
- Prepares you for **symposiums, lectures,** and conferences.

Why is it an important skill?

→ **For work:**

- Although the majority of people associate the skill with class presentations and activities for academic requirement, public speaking can also be used in **professional settings** such as:
 - **Work meetings**
 - **Hosting** public events
 - **Preparing** for **leadership positions**

What skills can it help improve?

→ Public speaking also **helps improve** other skills such as:

- **Leadership**
- **Quick thinking**
- **Connection-making**
- **Research**
- **Communication**



How to Organize your Presentations

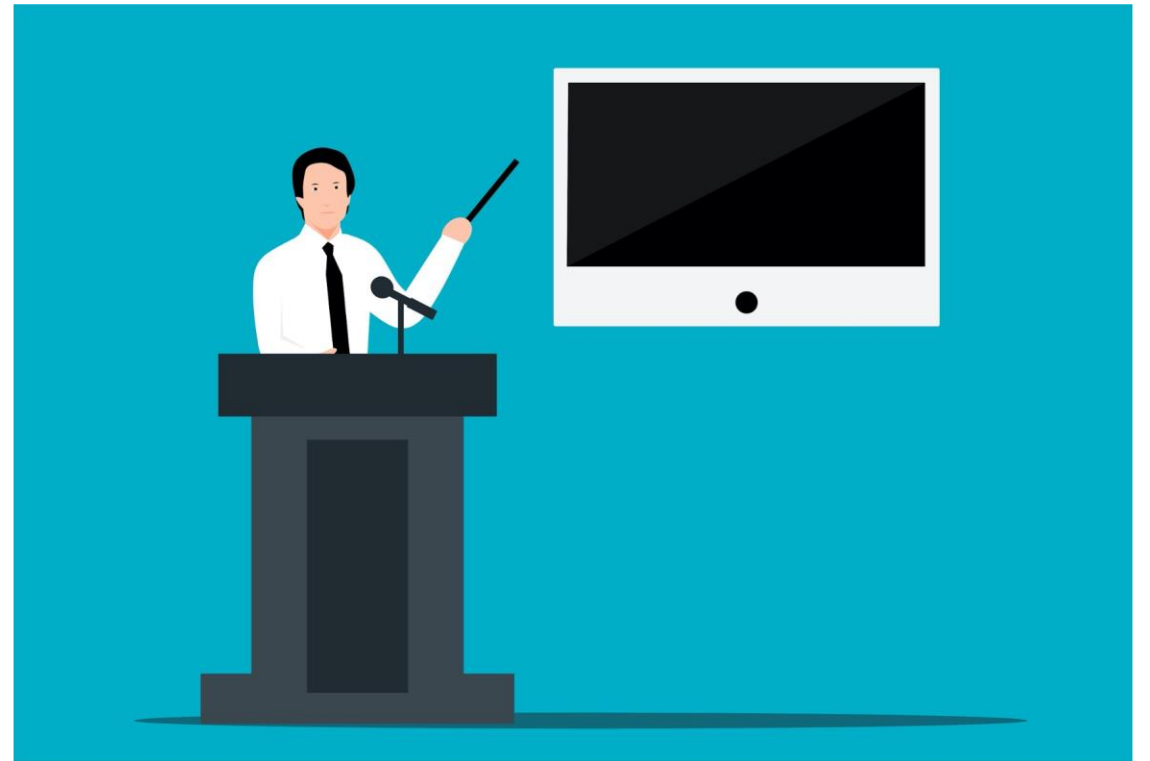


How to Organize your Presentations: The Benefits of Outlining

→ A way to help make a successful speech is to **organize your work**.

Similar to academic writing, **outlines** are a **great tool** that **help organize** and **develop** the topic of your presentations.

Organization is **key** to **successful** public speaking.



How to Organize your Presentations: The Benefits of Outlining

→ There are various types of outlines that will help you in multiple stages of writing your speech. The Ivy Tech Community College Library mentions **three different outlines** that benefit the writing process:

- **Speech Format Outline** → to decide the division of parts.
- **Preparation Format Outline** → to write out the material.
- **Note Style Format Outline** → to make short annotations that will guide the presentation.

How to Organize your Presentations: Basic Format and Speech Format Outline

→ Following the essay format, your presentation should have an **introduction**, a **body**, and a **conclusion**. Aside from this, the format needs to detail all the segments of your presentation. It is important to note that you do not need to specify what you will be speaking about in each point.

- **Before Introduction:** title, topic, statement of purpose, and thesis statement.
- **Introduction:** One to two paragraphs (depending on the length and timeframe of presentation).
- **Body:** main points, sub-points, supporting points, and examples.
- **Conclusion:** One to two paragraphs to wrap up the presentation.

Example

→ Always verify if the university, workplace, or the entities involved have a preset layout.

→ **Consider factors such as:**

- ◆ The time available to present
- ◆ If the topic is related to the field
- ◆ Use appropriate vocabulary
- ◆ Age range of audience
 - Limit popular references to their time.



Speech Format Outline



Title: Write a provisional title.

Topic: Select topic. Be as narrow as possible.

Purpose Statement: The Goal of the presentation.

Thesis Statement: The angle you wish to present.

Introduction: Give a introduction to the topic while applying hook lines, variation of language, and/or add relevant anecdotal experience. Mention Thesis Statement.

Transition: Preview the first topic of your body.

Body (some examples)

I. Main point: The first main idea you will argue.

a. Sub-point: Additional information that reinforces.

b. Sub-point: Additional information that reinforces.

i. Supporting point: Studies that support.

ii. Supporting point: Studies that support.

Transition: Preview of next topic.

II. Main Point: The secondary idea you will argue.

a. Sub-point: Additional information that reinforces.

i. supporting point: Studies that support.

1. Example: Demonstrates your arguments.

2. Example: Demonstrates your arguments.

Transition: Close arguments and prepare for closing.

Conclusion: Recap the arguments and try to get the crowd to empathize with your points. Finish with a closing statement that leaves the subject feeling completed.

Bibliography: Sources should be mention briefly as you used them, but keep them near by if there is a question segment.

How to Organize your Presentations: Preparation Outline and The Note Style Outline

It is important to distinguish between preparation outline and the note style outline.

- **The Preparation outline** consists of a fill in the blank format. It is ideal to use formal language because it can serve as the preview.
 - All your points should be explicitly stated.
 - It does not have to be written how it will be said in-person.
- **The Note style outline** is a more personal outline to guide you while you are presenting.
 - Informal language is not an issue because no one is meant to see this copy.
 - Specify the anecdotes, jokes, or more dramatic style of narrating you wish to include in your speech.

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Examp

→ For the note style outline, the goal is to have easy to read reminders that help pick up where you left off and/or where you want to go.

→ There are many strategies that you can apply when writing, such as:

→ Passages or sentences you wish to say exactly the same (verbatim).

→ Shorten key concepts as reminders.

→ Personal advice that indicates when to slow down.

→ Color coding to distinguish personal advice from information you want to include.

→ Don't mind minor errors, it is a personal copy but watch out for mistakes that may make you pronounce incorrectly.



Note Style Outline



(example)

Title: The Tempest by William Shakespeare:

The Impact of Language to Social Class

Topic: Language ad social classing in Shakespeare's play.

Purpose Statement: To study the relation of language and power in social context.

Thesis Statement: Through the limitation of language, The character of Prospero manages to dehumanize Caliban, turning him into a monster figure.

Contain this segment as complete and true to the final version.

Introduction:

1. Shakespeare's impact in literature
2. Mention *The Tempest*
3. Talk about how it is a play study in the context of colonization in recent years.
4. Prospero is a problematic figure because
5. Say thesis statement

One method is to number the lines and keep important details or full sentences as reference.

Transition: It is pertinent to start our presentation at the beginning of the play. (say it slowly and clear!)

Do color coding for personal advice and reminders you want for yourself.

Body (some examples)

I. Main point: The master-slave relationship as the source of division.

a. Sub-point: The colonization process of Caliban's island.

b. Sub-point: Language: Bare minimum to communicate

i. Supporting point: George Lamming's essay

1. Example: Caliban's speech

Write down key concepts or sentences.

Transition: Argue that despite the logical of Prospero, why do we view Caliban as a monster? Well...

Another way is to only write the beginning of the sentence to serve as a reminder of how to transition.

Citing your sources

It is important to credit your sources in your presentation to avoid plagiarism and add legitimacy to your arguments. Make sure to keep notes when researching for your presentation, so that you can identify your sources correctly later on.

Citing Orally	Citing in your presentation
<p>When referencing another a study, a critique, or statistic credit your source by briefly mentioning where the information comes from. For example, in a presentation about eCommerce in Puerto Rico the speaker wants to mention that only 20.3% of companies on the island offer the choice of buying and ordering online. Before mentioning this statistic they should cite the author and study, like so: “In 2021 the Chamber of Commerce in Puerto Rico made a study about eCommerce that involved 200 businesses from the island and concluded that only 20.3% of them offer customers the service of buying and ordering online. This shows...”</p>	<p>Visual aids used in your presentation like data sets, graphs, tables, quotes, and illustrations should be properly cited. Usually, this is done in the last slide of a presentation, but it is useful to also state the source of your visual aid in the slide that it appears in. This can be done in a small caption underneath the visual aid or by mentioning the author’s name or title of the text from where the quote comes from.</p>

Advice and Tips

To Help Make your Presentation a Success



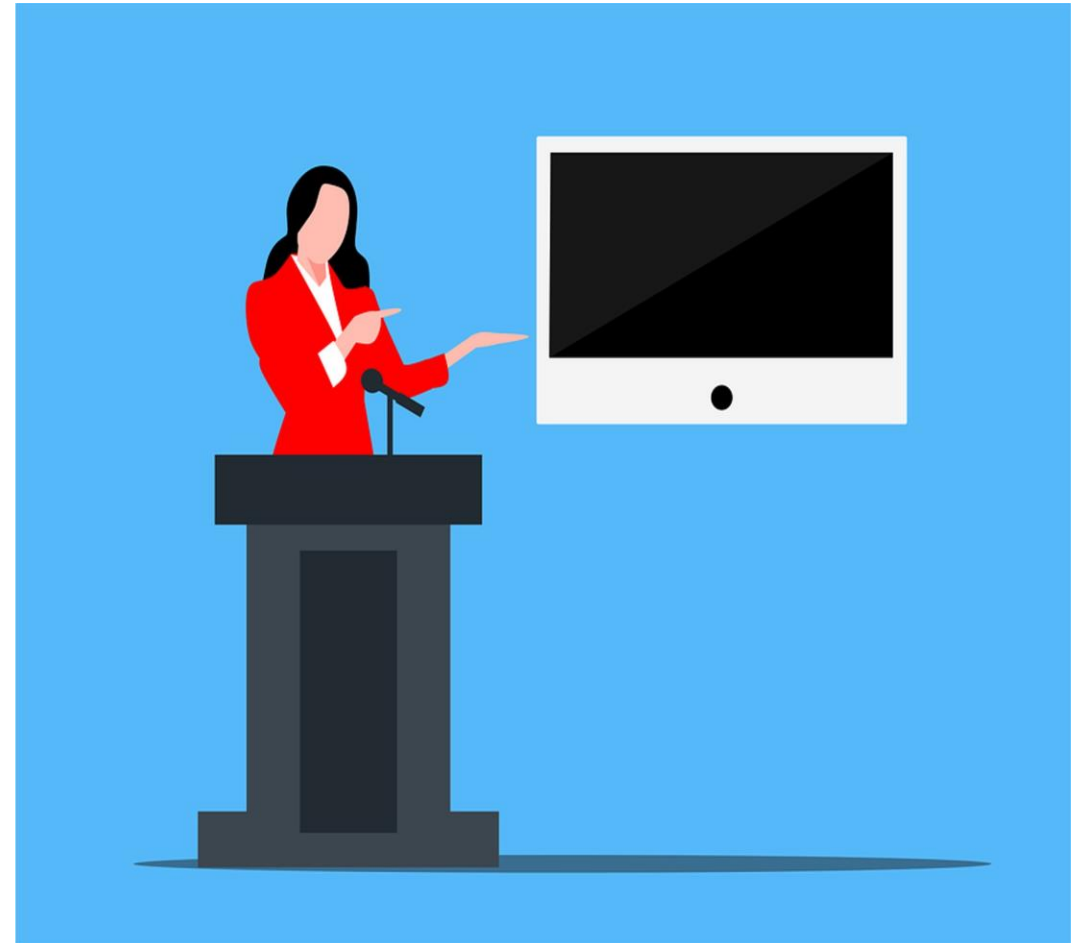
1 Practice makes you confident!

Practice can make you a more confident speaker, when practicing keep these tips in mind:

- 1. Be aware of your time constraints:** It will help you gauge how long your presentation will be and if you need to add or eliminate information.
- 2. Establish your speaking goals:** When crafting a presentation or speech it is important to establish your reasons for making it. What do you want the audience to take away from your presentation? Avoid generalizations and topics that are too broad.

1 Practice makes you confident!

3. **Do not memorize your presentation completely:** Familiarize yourself with your material and add visual aids that will help you remember your speaking goals throughout your presentation. Do not deliver your message in a robotic manner, allow for natural pauses and improvised observations. Your grasp on your topic should allow you to mold your explanations of it to different people's level of understanding.



2 Language is Powerful

Better communication doesn't imply "more". For a person to communicate better they should carefully consider the wording of the message.

→Here's what to watch out for when crafting your presentation in terms of language:

1. **Use simple language:** Always use clear and concise wording of your ideas. It is best to deliver a message that is easily understood than to try to impress your audience by "sounding smart". You can use the specialized language of your field, but depending on your audience decide if you should define certain terms or change the term for a more commonly used synonym. Remember an audience will know how well you grasp a subject by how well they understand your interpretation of it.

2 Language is Powerful

2. **Avoid excessive use of hedges, tag questions, and qualifiers:** Hedges include introductory sentences like “I sort of feel like” or “Maybe if we just”, instead of these you could say “I believe” or “We should”. Tag question are unnecessary rhetorical questions made after a statement, like “Don’t you think?”. Qualifiers are words that modify to enhance or limit the meaning of another word, like “kind of” or “somewhat”. These make your statements sound less definitive and less confident to your audience.



2 Language is Powerful

3. **Language is not neutral:** The way we speak and address topics is shaped by our culture and own experiences, which may not be the same as your audience's. Carefully consider the terms and phrases you use to talk about groups of people and events, as these can negatively impact an audience's view of you. For example, when arguing for pro-choice legislation avoid using terms like “religious fanatics”, or when arguing a “pro-life” stance avoid using the term “pro-abortion”.

3

Body Language and Non-Verbal cues

When practicing your delivery, remember to practice your gestures and body movements. Your non-verbal communication should complement your words, not distract from them.

1. **Moving in front of your audience** can be engaging if done purposefully. This can be done by preparing visual aids that can be signaled to or moving around naturally on stage as you build an argument.

3

Body Language and Non-Verbal cues

2. **Meaningful hand gestures** can keep your audience engaged. Do not choose to keep your hands inside your pockets for the whole presentation or limp on your sides. Avoid fidgeting with your hands or hair. While practicing find your own balance of movement with your hands, this will be whichever movement makes you feel comfortable and relaxed. Hand gestures should not overwhelm your delivery.



3

Body Language and Non-Verbal cues

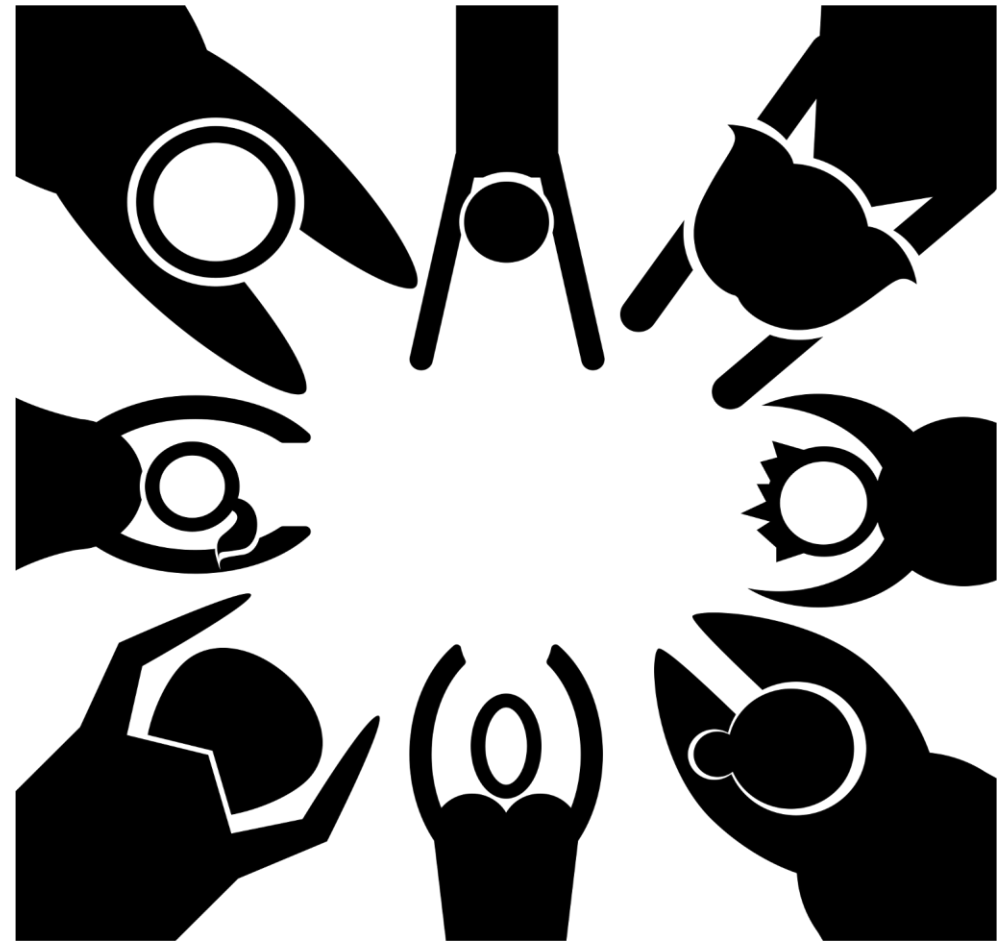
3. Eye-contact shows that you care about your audience. Avoid looking at your notes for through the entire presentation or looking at only one person in particular. Be open to creating a relationship with the people you're speaking to through eye-contact. This is also a helpful way to know if the audience is following along and understanding your speech.

4

Adapt to your Audience

Consciously craft your presentation by thinking about it as something that will be listened to, so remember that you are engaging in conversation with the audience.

1. Be aware of your audience's expectations and background. Be conscious of cultural differences between you and your audience. Do not be generic. Plan to establish some common ground with your audience.



4 Adapt to your Audience

2. Tailor the delivery of your information to the level of understanding the audience might have about your subject. This will determine the type of language that you use to describe your topic and the amount of information needed to clearly state your speaking goals. For instance, the jargon and depth of analysis that is used when presenting to a thesis committee is not the same as the simple language and summary that you would use at a conference hall in which you generally get 5 minutes to present your findings.

4 Adapt to your Audience

3. Consider each part of your presentation and delivery by how it could sound to someone else. It can help to practice with a friend and obtain their feedback on your presentation and style of delivery. Also, think about effective communicators with whose work you have particularly engaged with. What did they do in their delivery that you could incorporate into your own presentation?

5 Handling your Q&A

- Allowing the audience to ask questions at the end of your presentation can help you clear up any misunderstandings and emphasize anything that you may want to talk about more.
- Remember to be respectful and take your time with crafting your response. If you did not understand the question fully, you can ask the audience member to repeat their question or expand on a specific part of their question.



5 Handling your Q&A

- Do not panic if someone brings up a point you hadn't considered, explain the reasons as to why you had not considered that point. If an audience member asks something that you are not knowledgeable on, it is perfectly fine to express that you do not have the information at hand to answer a specific question and you could use this time to expand upon elements in your presentation related to the question.

Tips to Overcome Stage Fright

When Speaking in Public



Tips:

1

Rehearse! Practice makes perfect! Feeling confident with your knowledge of the material can help overcome the feeling of being unprepared.

2

Use all your nerves and energy to your advantage. Do subtle movements that will help you keep your audience engaged. Practice does makes perfect so remember to rehearse these movements.

3

Checkout the space before hand if you can. Familiarizing yourself with your surroundings and audience will help ground you and solely focus only on your work.

Tips:

4

Dress comfortably and confidently. How you feel when having the right clothes on will boost your self confidence and can dramatically help the way you present yourself.

5

Make a “check-list” of important points you wish to discuss. Keep a little paper in your pocket just for good luck.

6

Be prepared for anything. Technology does fail us and life in general is unpredictable. So, if something does arise keep calm and improvise. As long as you know your material, how or where you present can be modified. You will still deliver a successful presentation.

Public Speaking Checklist

After preparing your speech, make sure you:

Structure and Organization

- Have I made the proper outlines to organize my work?
- Did I include proper examples to defend my idea?
- Have I consider the time limit?
- Do I integrate a good hook and closing line for my presentation?

Advice and Tips

- Can I comfortably talk about my topic or do I need to practice more?
- Have I carefully considered the language I use on my presentation? Is it concise and clear?
- Have I practiced my hand gestures and movements when speaking?
- Did I tailor the information in my presentation for it to be engaging and interesting to my audience?

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After completing the module, click on the following link to take the quiz and send the report to your professor:

<https://forms.office.com/r/jSSSXx91Eu>

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