

# PUBLIC SPEAKING



## Course Description

This course covers the theory and practice of public speaking. Activities include analysing brief extemporaneous speeches and formal (pre-recorded speeches to inform, to persuade, and to pay tribute).

**Cost:** 23,500.00

**Dates:** (See calendar)

## Course Content

### **The Purpose of The Presentation: isolating the message(s)**

- ✓ who is the audience
- ✓ expectations of the audience.
- ✓ Structuring The Story: developing a theme
- ✓ logical format - beginning, middle, end

### **The Content: making sure the content is relevant to the audience**

- ✓ collating information
- ✓ using everyday language
- ✓ differences between the written and spoken word
- ✓ writing it down
- ✓ how to make notes
- ✓ brevity as the soul of wit.

### **Technological Options: deciding on and using visual aids computer generated graphics, 35mm slides, films, overhead projection, back projection, television monitors**

- ✓ sound aids fixed microphones, radio microphones.!

### **Vocal Skills: breathing and relaxation**

- ✓ pitch, tone, pace and rhythm
- ✓ emphasising key words
- ✓ clear articulation
- ✓ being expressive
- ✓ avoiding difficult words.

### **The Delivery: developing a good and high impact**

- ✓ opening line
- ✓ overcoming nerves and anxiety
- ✓ building confidence
- ✓ projecting confidence and enthusiasm
- ✓ being motivational
- ✓ repetition for impact
- ✓ talking to the audience on an individual basis
- ✓ the importance of the pause
- ✓ use of humor
- ✓ using hands and eyes
- ✓ being assertive and straightforward
- ✓ avoiding aggression and conflict.

### **Personality Projection: using personal strengths**

- ✓ making an impression
- ✓ body language
- ✓ avoiding bad habits.

### **Handling The Audience: develop an empathy**

- ✓ plan for participation
- ✓ dealing with questions
- ✓ handling objections
- ✓ handling individuals with care
- ✓ how and when to close.

### **Practical Presentations: prepare practise perform.**