

An Introduction To **Public Speaking**

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Public Speaking

What skills are required for Public Speaking?

The following three skills are required for effective Public Speaking...

- **Planning & Preparation**
- **Positive Non-Verbal Communications**
- **Confidence**



In this session we will be looking at...

- The importance of Planning & Preparation for effective Public Speaking
- The importance of Non-Verbal Communications for effective Public Speaking.

Just A Minute

The aim of this game is to **speak for a full 60 seconds** on your randomly selected topic without any...

- **Hesitation**
A pause longer than three seconds.
- **Repetition**
Using the same words or phrases repeatedly (excluding the phrase of the topic)
- **Deviation**
Going completely off the given topic.



You will get **one point** for each second you are able speak on your topic without being successfully challenged by a member of your audience. If you are able to speak for the full 60 seconds on your topic without any successful challenges you will receive **ten extra points**.

Planning & Preparation

All Public Speaking activities
require Planning & Preparation!

Public Speaking Time Allocation

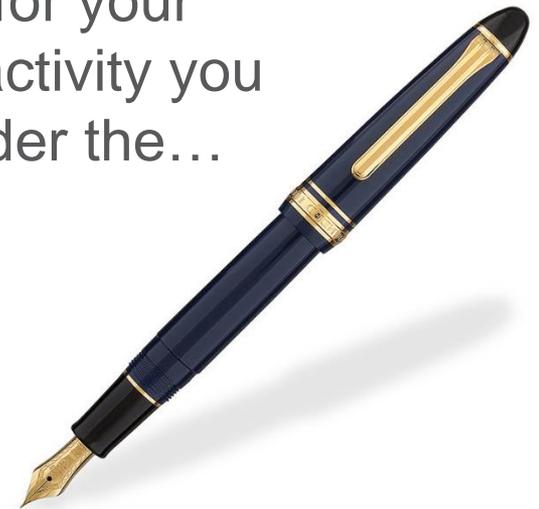
90%

On Planning
& Preparation

10% on Delivery

Before you can start to plan
and prepare the message
and the structure for your
Public Speaking activity you
will need to consider the...

- Purpose
- Audience
- Timings

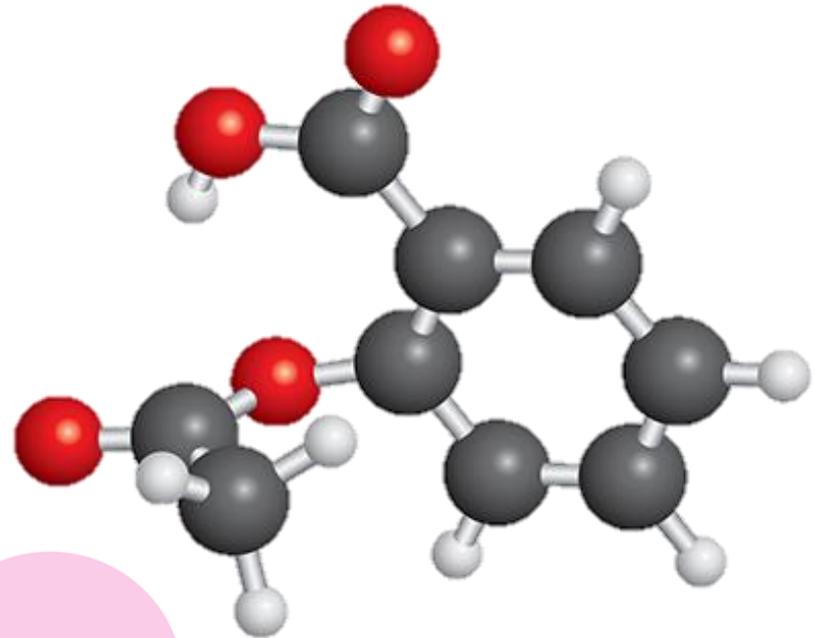


Planning & Preparation

Public Speaking can only inform and/or influence an audience if it is delivered in a structured way!

The best way to ensure that your Public Speaking activity is structured is to **plan & prepare notes** that can be used as a guide when speaking.

Your notes should be headings and key words bullet-point format and not a word for word script of everything you want to say.



Non-Verbal Communication

Face-To-Face Communications Breakdown

70%

Body Language

23% Voice Pitch
& Tone

7% Words Used

Public Speaking isn't just about what you say; **It's also about how you say it!**

When undertaking any Public Speaking activity you need to be mindful of...

- **Your Posture & Body Movements**
- **Your Facial Movements & Making Regular Eye Contact**
- **Your Voice Pitch & Tone**



Non-Verbal Communication



Non-Verbal Communication

Positive Examples Of Non-Verbal Communication

Head Looking Up

A Smile

**Small Hand & Arm
Gestures**

Free Arms

**Keeping To One Area
Of The Stage**

**Making Eye Contact
With Various Members
Of The Audience**

Negative Examples Of Non-Verbal Communication

Head Looking Down

A Frown

**Exaggerated Hand
& Arm Gestures**

Folded Arms

**Wondering About
The Stage**

**Only Focusing Your Eye
Contact On One Or Two
Members Of The Audience**

Just Another Minute

You have **nine minutes to plan & prepare** the randomly selected topic that you will be asked to **speak on for a full 60 seconds** without any...

- **Hesitation**
- **Repetition**
- **Deviation**



You will get **one point** for each second you are able to speak on your topic without being successfully challenged by a member of your audience. If you are able to speak for the full 60 seconds on your topic without any successful challenges you will receive **ten extra points**.

Each successful challenger will get **one point**, however each unsuccessful challenger will get **minus one point**.