

SEN-SRN Conversion Course
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Study Skills Module



Public Speaking

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Lecture Overview

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- 2. While you are Talking**
- 3. Voice and Delivery**
- 4. Speed of Speaking**
- 5. Use of filling Words**
- 6. Vocabulary**
- 7. Humour**
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Preliminary Preparation

- 📄 Knowing exactly the subject matter you are going to deliver.
- 📄 Knowing how to deliver that particular subject.
- 📄 Knowing your audience as the same subject can be delivered differently to different people of different cultures and educational background.
- 📄 Knowing the lecture room where the presentation is going to be held.

While you are Talking

- 📄 Be very conscious of head and eye movement.
- 📄 Eye contact with the audience is essential.
Look and all individuals in your audience
- 📄 Never focus on a single sector of listeners to the exclusion of others
- 📄 While talking, your hands should be used to compliment and reinforce the spoken word.

Voice and Delivery

- ❏ No speech can be a success if it is inaudible to the listeners.
- ❏ Make sure the entire audience can hear you. Use a microphone if need be
- ❏ Make your voice match the subject
- ❏ Do not keep the same pitch throughout your presentation as otherwise you will risk the probability of making your listeners literally go to sleep.

Speed of Speaking

- ☞ Some speakers go too slowly risking their audience going to sleep.
- ☞ Other speakers go too fast with the consequence that the audience might not follow the presentation or they will miss out on important issues.
- ☞ Speakers should aim at a word flow that does not exceed the listeners' comprehension limits.

Filling Words & Vocabulary


Filling Word


- Avoid filler words like “Em's”, “Ahs” and “Uhs”. These indicate that the speaker has difficulty in finding the proper word/s to express the exact meaning of the thought he is attempting to convey.

Vocabulary:

- Large fluently used vocabulary is of great advantage to the speaker
- Match language with audience (avoid difficult words)
- Make message clear enough to the majority of audience

Humour & Personal Experience


 ***Humour:*** Some humour may add interest to a presentation. However make sure that humour is on common grounds. Try not to offend anybody and as possible do not be prejudiced against anybody irrespective of sex or race.

 ***Personal Experience:*** The addition of personal experience gives life to the presentation, and it draws each listener into the situation and involves him with what the speaker is saying.

Practical Tips

 Being Oneself all the time

 Conquering Nervousness

 Knowing the possible positive and negative attributes (features).

Being Oneself all the time

- 📄 A speaker should learn the absolute necessity of being natural.
- 📄 One cannot force himself into a mould in which he does not fit in.
- 📄 What is good for one person may not fit the other.
- 📄 Every speaker should operate by building on his own strength.

Conquering Nervousness

❏ No body has ever or will ever totally **conquer nervous tension** when approaching the audience to make a speech or deliver a lecture.

❏ Experience teaches a person how to control one's nerves and how to present an outward appearing serene and confident behaviour to the audience.

Knowing the Possible Positive and Negative Attributes (features) - 1-

Positive Attributes

1. Smile
2. Interested Expression
3. Moderate Eye Contact
4. Sufficient Volume, varied pace and pitch of voice
5. Hands and Arms support what is being said

Knowing the Possible Positive and Negative Attributes (features) - 2 -

Negative Attributes :

1. Unsteady Voice vs. Hard Voice
2. Slow Speech vs. Rapid Speech
3. Worried Expression vs. Extremes of Expression
4. Evasive Looks vs. Excessive Eye Contact
5. Defensive Arms and Legs vs. Dominant Posture

Closing your Presentation

- 📄 Conclude your presentation with a drawing together of all the main arguments or findings set against the original purpose of the presentation.
- 📄 Secure commitment and action from your audience
- 📄 Make sure that all present have understood what has been delivered to them.

Practice - Important Tips

- 📄 Visual Aids should be available for practice
- 📄 Time yourself during practice sessions
- 📄 Practice both on your own (mirror / home video) and in front of others for feedback
- 📄 Make Sure:
 - Not too long or short time, avoid too long pauses
 - Avoid filler words (EMM, Ta etc.) and repeated words
 - Visual aids not too complicated
 - Good eye contact
 - Look confident and SMILE