



Presentation Skills

ELEMENT OF VOICE WORKS

❖ ORAL COMMUNICATIONS

- **Your voice and body are your best tools:**

The goal of this speech is to change someone's mind or way of thinking about a topic.

Voice and body language are very important.

- **Body language**

- Postures 'Dos' and 'Don'ts'
- Make sure that you have a proper posture.
- If your shoulders are sagging and your legs are crossed, you will not appear as being honest.

- **Articulation** - Articulation means how your talking process works. There are several steps to this.

- First, you need air from the lungs.
- Your vocal cords must be working. Your mouth and tongue must work together.
- And you have to make sure that you have some saliva in your mouth to keep things oiled.
- You should be aware of your physical makeup to be able to understand how you speak.

- **Pronunciation**

- Pronounce each word.
- Avoid slang, except to make a point and do not slur your words.
- Avoid saying, "you know."

- **Pitch**

Pitch refers to the highs and lows of your voice. Whatever you do, avoid a monotone.



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- **Speed**

Your speed, or pace, is important to control. Between 140-160 words per minute is the normal pace. Any faster and you may appear to be insincere.

Any slower and you sound like you are lecturing. If you are not sure about your speed, tape yourself for one minute and then replay it and count the number of words you used in the minute!

The human ear and brain can hear over 400 spoken words per minute. So, if you are going too slow your listeners' minds are going to start to wander.

- **Pauses**

The pause is a critical tool. When you want to highlight a certain word, just pause for one second before. If you really want to punch it, pause before and after the word.

- **Volume**

Volume is another good tool for persuasive speech, but you should use it with caution. If you scream all the way through your speech, people will become used to it. On the other hand, a few well-timed shouts can liven up the old speech! Try to "project" or throw your voice out over the entire group - speak to the last row.

- **Quality**

Quality of voice is tested by the effect that your voice has on your listeners.

Quality of voice is its nature and traits.

Try to keep your vocal quality high; it is what separates your voice from everyone else's.

- **Variance** - variance of voice is your most important consideration of all! Change your pitch, volume, and speed at least once every 30 seconds, if only for just one word. Never go more than one paragraph without a change. This keeps your group locked



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into your speech, if for no other reason than it sounds interesting! Let the words speak for themselves.

Reflect their nature through your voice. If you use the word "strangle," say it with a hint of danger in your voice. If you say the word "heave," let the group feel the force behind it. If you say the word "bulldozer," make it sound like a big earthmover, not like a baby with a shovel

PRESENTATION SKILLS

1. HOW TO SPEAK PERSUASIVELY

- **What is Persuasion?**
 - Why everything you say involves persuasion
 - Key factors in the persuasion process

- **How To Be Persuasive?**
 - Know when to use one-sided and two-sided messages
 - Provide a clear alternative
 - Do not threaten the party you are speaking to
 - Present new information
 - Tell them what you want
 - Start with points of agreement

2. SPEAKING WITH CREDIBILITY

- **The Biggest Myth**
- **Key Variables Affecting Credibility**
 - Character

Most important factor in how an audience judges your credibility.

- Competence

Refers to your expertise in a particular subject or topic



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- Composure

Speakers who appear nervous are perceived as less credible than speakers who appear at ease with themselves and their audience.

- Likability
- Extroversion

Speakers who are moderately extroverted come across as more credible than highly extroverted speakers or introverts.

- **Barriers to Believability**

- Stereotypes
- Conflicts of Interest
- Mistakes
- Flip-flops

- **Improving Your Credibility**

- Display your credentials
- Admit shortcomings
- Remember that actions speak louder than words
- Obtain testimonials

- **How To Fake Charisma**

- Tips on faking charisma
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NON VERBAL COMMUNICATION SYMBOLS

BARRIERS TO COMMUNICATION

- Culture, background and bias
- Noise
- Ourselves
- Perception
- Message



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- Environmental
- Smothering
- Stress

NONVERBAL BEHAVIORS OF COMMUNICATION

- Eye Contact
- Facial Expression
- Gestures
- Posture and body orientation
- Proximity
- Vocal

❖ **BODY LANGUAGE**

- Non-verbal communication
 - Hand shakes gestures
 - Arm Barriers
 - Hand-to-face gestures
 - Other popular gestures and actions
- Postures 'Dos' and 'Don'ts'
- Gestures 'Dos' and 'Don'ts'
- Eye Contact



Presentation Skills

THE ART OF PUBLIC SPEAKING

8 STEPS TO DELIVER A SPEECH WITH EFFICIENCY:

1. Approach the podium confidently and put your notes in a place where you can see them easily.
2. Stand up straight with your feet shoulder-width apart. Look at the audience, pause and begin speaking
3. Set the tone in your introduction with appropriate facial expressions and diction, and a specific mood
4. Make eye contact with people in different parts of the audience
5. Pause briefly after you state key points to allow the audience time to absorb the information.
6. Pronounce your words clearly and vary your rate, pitch and volume to keep the delivery lively
7. Refresh your memory by periodically glancing at your notes
8. Close your speech by thanking the audience and then confidently exiting the stage

STEPS TO CONSIDER WHEN YOU SPEAK WITH CONFIDENCE:

1. **Learn how to have conversations with people.** Your ideas or opinions may not always be accepted by others, but this is nothing unusual. Open your mouth, express your beliefs! This will improve your courage.
2. **Don't be afraid and speak loudly.** If you speak in a low voice, not only will others not be able to hear what you say, but you will also portray a submissive demeanor, which suggests the opposite of a confident one.
3. **Make eye contact when you speak.** For one thing, it is polite for others. Also, eye contact will help others to listen to your thinking carefully.



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4. **Praise yourself everyday!** This will promote your own confidence, which is important when you speak. With more confidence, people will take your thinking more seriously.

SPEECH CRAFT

❖ INTRODUCTION TO PRESENTATION

- Beginning a Presentation
- The Introduction of Presentation
- The Conclusion of Presentation
- How to use interesting material to attract the attention of the audience
- Tips on doing Presentation
- Things to take note during Presentation
- Common faults and mistakes
- How a appropriate PowerPoint Presentation should be

❖ ORGANIZING MATERIALS FOR YOUR SPEECH

- Materials required in building the body of your speech
- Building the body of the talk
- How many points should you have in a speech

❖ PUBLIC SPEAKING

- How To Speak Persuasively
 - Why does everything you say involve persuasion?
 - 4 key factors involved in the persuasion process
- How To Speak With Credibility
 - Tips on how to speak with credibility
 - 5 key variables affecting credibility



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- 4 barriers to believability
- The Ten Biggest Mistakes That Speakers Make

THE PREP SYSTEM FOR SUCCESSFUL AUDIENCE AWARENESS

- **The PREP system:** A structure for answering questions confidently

P: provide of view

R: reasons

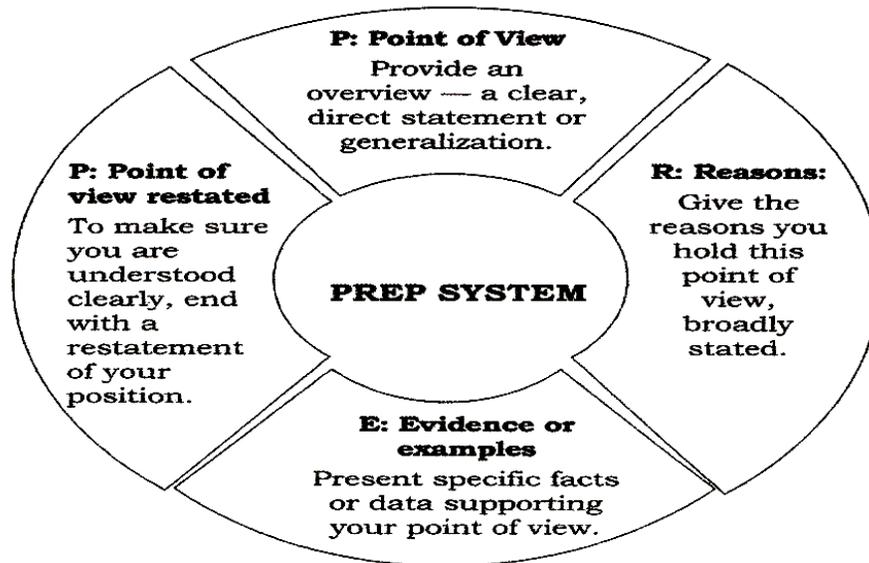
E: Evidence or Examples

P: Point of view restated

THE PREP SYSTEM

PREP SYSTEM

When you speak on the spot, it helps to use a framework that allows you to sound organized and competent. The PREP formula, short for "preparation," is a plan that requires you to give the following:



Speaking in front of others may be our most prevalent fear, but it doesn't have to be. Here are some essentials you may not have considered:



Presentation Skills

- Practice answering questions from the audience
 - Using slides and notes as **Cue Cards**
- How to handle nervousness
 - Rest, refuel and relax
 - Warm up your self
 - Prepare mentally for an infinite variety of distractions
 - Self rehearsal before commencement of Presentation
- Handling Interview questions

❖ RELATING TO YOUR AUDIENCE

- Analyzing Your Audience
 - Audience attitudes, values and beliefs
 - What do they know and when did they know it?
- How To Learn About Your Audience
 - What do they expect
 - Highlight the benefits
- Putting Your Audience In The Picture
 - Making personal experience general
 - Localizing and customizing your remarks

❖ MAKING YOUR POINT WITH HUMOUR

- Common Fears About Using Humour
- Being Funny Vs. Communicating A Sense of Humour
- Why Bother? The Benefits of Humour
- Making Humour Relevant & Avoiding Humour That Hurt



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TECHNIQUES TO USE VISUAL AIDS EFFECTIVELY

- **4 Important Design Concepts**
 - Make it BIG
 - Keep it Simple
 - Make it Clear
 - Be Consistent
- **Why Visual Aids?**
 - Visual Aids enhance understanding of the topic
 - Visual Aids add authenticity
 - Visual Aids add variety
 - Visual Aids help you speak having lasting impact
 - Visual Aids can help the speaker build ethos
- **How to use your visual aids successfully**
 - Practice
 - Plan
 - Check
 - Do not display it until you are ready to use it.
 - Do not stand directly in front of it
 - When referring to the Visual Aid, point.
 - Do not distribute materials during your speech.

NOTE:

- **All participants will be engaged in a presentation at the end of the sessions. We will put the PREP system into practice.**
- **All participants will be individually assessed based on our Templates enclosed**
- **Pre-course evaluation and post-course evaluation**
- **Individual assessment and certification of all pupils at the end of the course by Examiner from London- LAMDA (The London Academic of Music and Dramatic Arts) (Examination fee to be paid separately) (External Certification optional)**