

Speech Class – Spring



This is a class on Public Presentation, NOT Public Speaking

OSS Basic **OpenOffice.org**
OpenOffice.org allows many StarOffice Office files to be accessed
The OpenOffice.org suite consists of:
➤ OpenOffice.org **Writer**
➤ OpenOffice.org **Calc**
➤ OpenOffice.org **Impress**
➤ OpenOffice.org **Draw**

Everyone Has Been in an Audience

1. We know what we like.
2. We know how we like to learn or be informed.
3. We know when someone is unprepared.
4. We are usually, almost always, gracious to the speaker.
5. In short, we are a professional at being an audience.

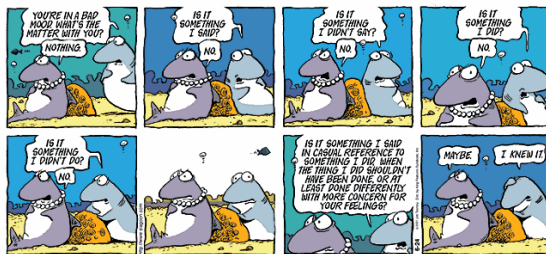
What do you think are the top-ranked speaking skills?

1. Keeping your audience interested
2. Beginning & ending your presentation
3. Organizing your presentation
4. Selecting ideas and information for your presentation
5. Deciding what to say (choosing a topic or an approach)
6. Understanding and adapting to your audience.

1. Training by Practicing. **PRACTICE.**
2. Organize. Be prepared, do your homework.
3. Performance, as in mannerisms, vocal tone, etc.
4. Content. Will my audience like the topic?
5. Accurate time. **DO NOT RUN OVER.**
6. Topic. Be specific and not too broad.



Speaking Skills Can Be Obtained



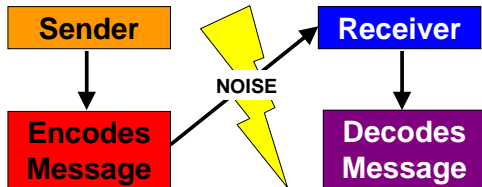
Sometimes what you say isn't with your mouth.

Watch This Video Clip and Take Note of How Much is Communicated Without Language

Clip of Forest Gump

What This Video Clip and Take Note of How Much is Communicated Without Language

1. Watch His Body Language
2. Watch Facial Expressions
3. Watch How Each Person's Body Space Communicates
4. Does His Clothing Say Anything?
5. How About Tone of Voice?
6. Does His Accent Influence You?



See page 12 for a more complex model



Don't try to be something you're not.

Your audience does not know your anxiety.

Preparing will take away your anxiety.

Oral communication is critical in any job.



Fear is Relative

Don't be afraid to stick your foot in your mouth.

And remember this...

How do you eat an elephant?

ONE BITE AT A TIME



C.O.P.Y.C.A.T.

Credibility— Do you know your topic?

Organization— Is it clear you prepared?

Performance— Are you entertaining?

“Yawn” Factor— Are you or your topic boring?

Content— Does it support the topic?

Accurate Time— Are you within the time frame?

Topic— Is the subject matter relevant?
