

Award in Office Management and Administration

Lecture 9: Public Speaking and Presentation skills

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Why are we scared of public speaking?



Is it your fear?



Beating this fear

B. R. I. E. F

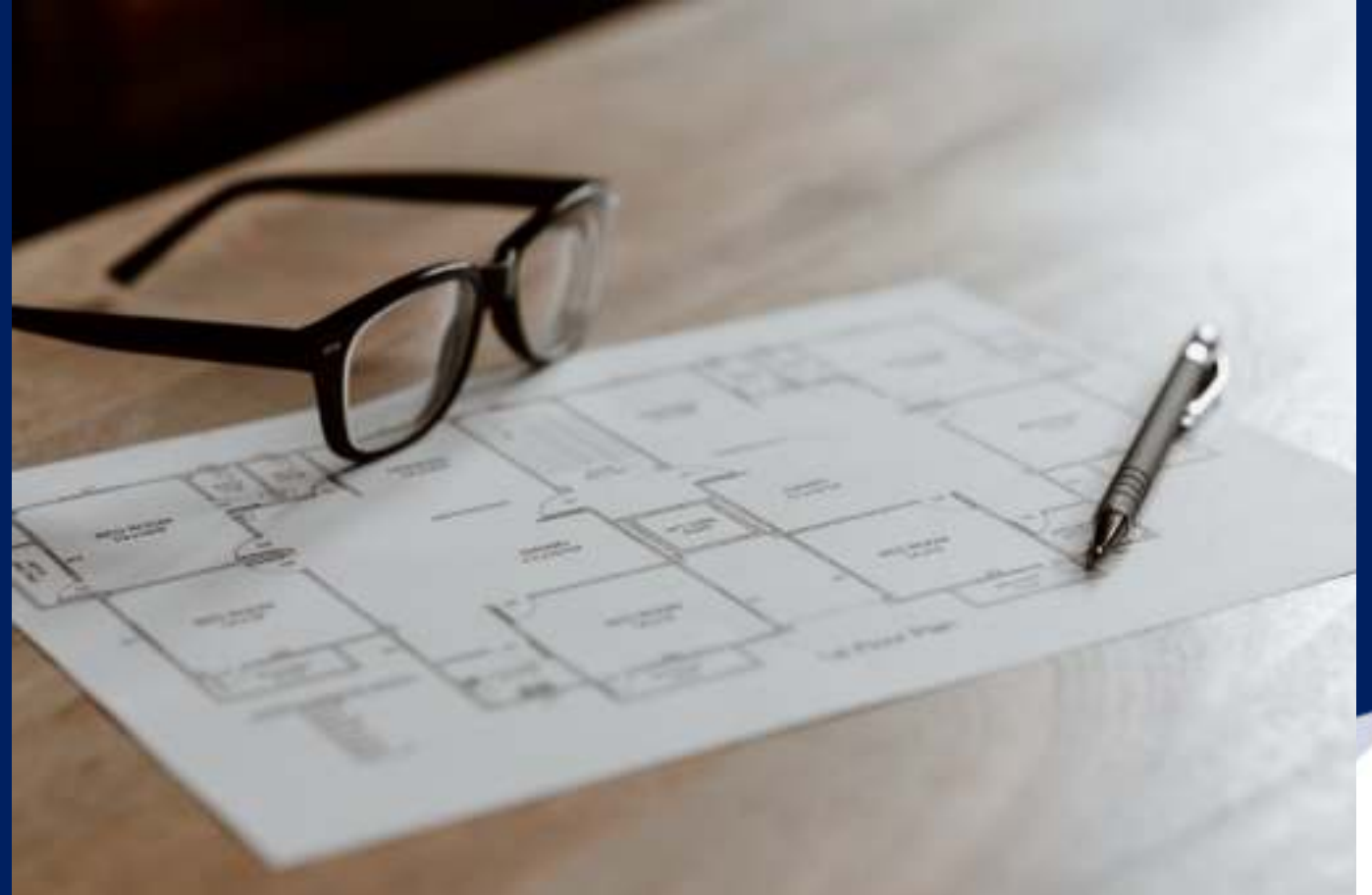
- Belief
- Rehearse
- Interesting
- Edit
- Fun



Why is Public Speaking such an important skill

3 Main Reasons:

1. Career Progression



Why is Public Speaking such an important skill

2nd Reason

- Self-development

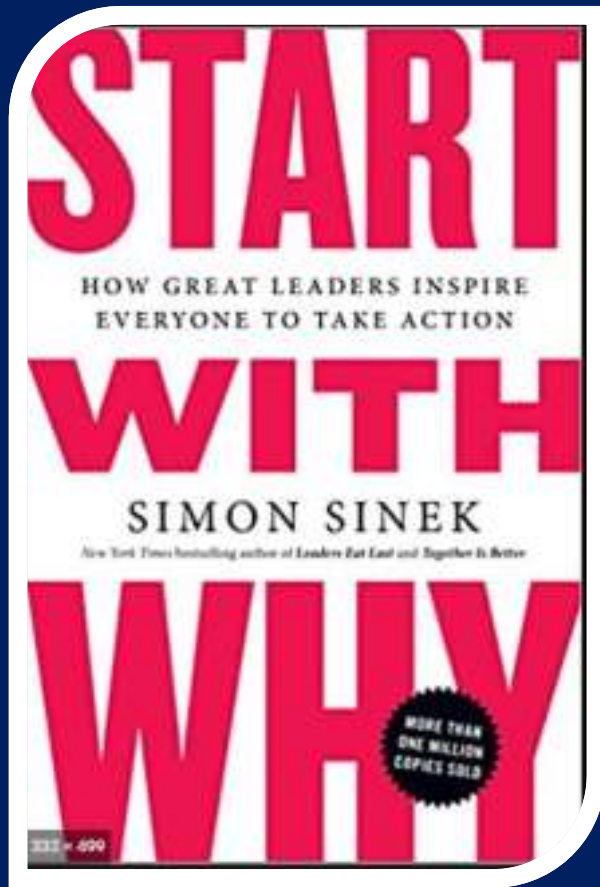


Why is Public Speaking such an important skill

3rd Reason

- **Social Wellbeing**





Start with the **why**

1. It will help you in your leadership
2. It will give you clarity
3. Start from the end





How to ace at public speaking?

Body Language



- ❖ Facial Expressions
- ❖ Posture
- ❖ Movement
- ❖ Hand Gestures
- ❖ Vocal Variety
- ❖ Spatial anchoring

Engaging with your voice

1. Presence = posture + breath.
2. Pace and pausing
3. Slow down
4. Vocal variety enhanced
5. Smile



Storytelling in Action



1. Open yourself up.
2. Have a clear message. (Why should someone else care about it?)
3. Build an atmosphere.
4. Define a clear timeline.
5. Have a call to action.





PowerPoint Presentations



Should you use slides?


3 centre questions to ask yourself

1. Do my slides make me redundant?
 2. Who is my audience and how do they process information?
 3. Do my slides help the audience visualize and follow the speech?
-

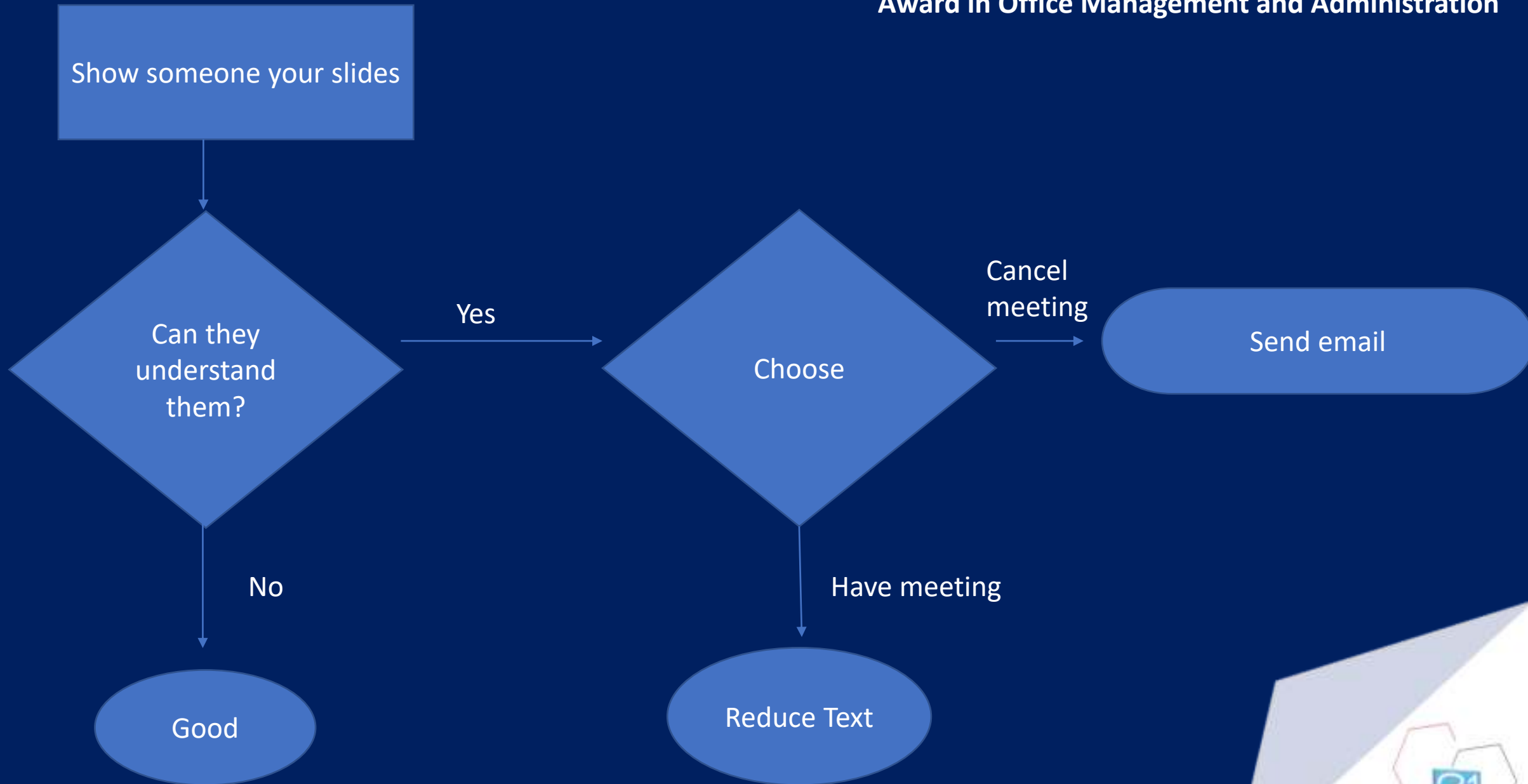




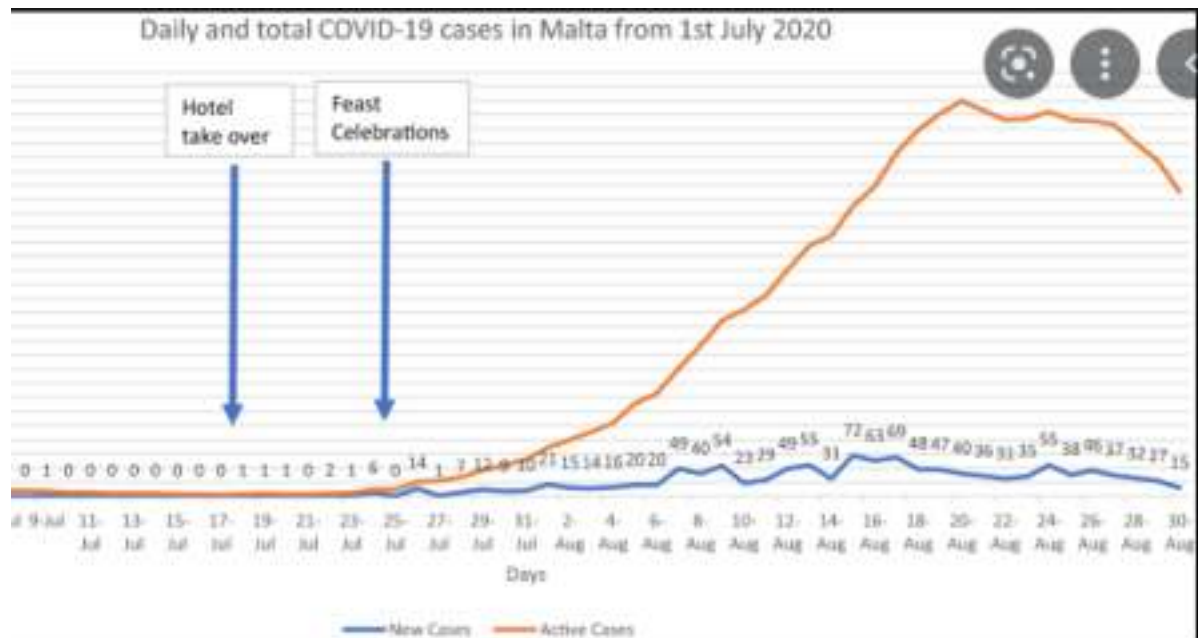
- Images
- Colours
- One memorable point
- Audio
- Video

The background of the image is a light blue surface with several white geometric shapes scattered across it. These shapes are out of focus, appearing as soft, glowing forms. Some shapes resemble circles, others like triangles or irregular polygons. The lighting is soft and even, creating a clean, minimalist aesthetic.

10/20/30 rule







FOCUS



IMPROMPTU
SPEAKING
SUCCESS



Impromptu speaking PREP



Point



Reason



Example



Point

Speech Writing process

1. Identify your purpose
2. Know your audience
3. Add significance
4. Define your clear message
5. Establish your structure
6. Prepare a strong opening and strong ending
7. Rehearse



Different types of speeches

- **Speech to inform:** Increase the audience's knowledge, teach about a topic or issue, and share your expertise.
- **Speech to demonstrate:** Show the audience how to use, operate, or do something.
- **Speech to persuade:** Influence the audience by presenting arguments intended to change attitudes, beliefs, or values.
- **Speech to entertain:** Amuse the audience by engaging them in a relatively light-hearted speech that may have a serious point or goal.
- **Ceremonial speech:** Perform a ritual function, such as give a toast at a wedding reception or a eulogy at a funeral.

If you can speak,
you can influence. If
you can influence,
you can change
lives.

