

# Award in Office Management and Administration

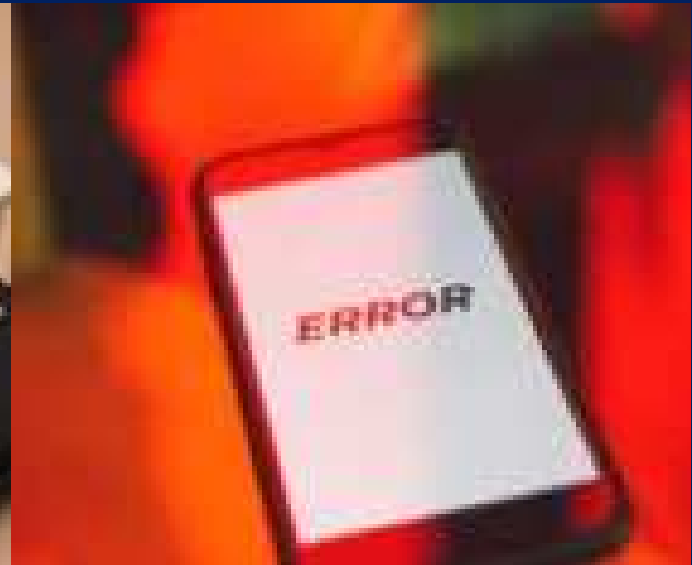
## Lecture 9: Public Speaking and Presentation skills

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**Date: 29th November 2024**



# Why are we scared of public speaking?



# Is it your fear?



# Beating this fear

B. R. I. E. F

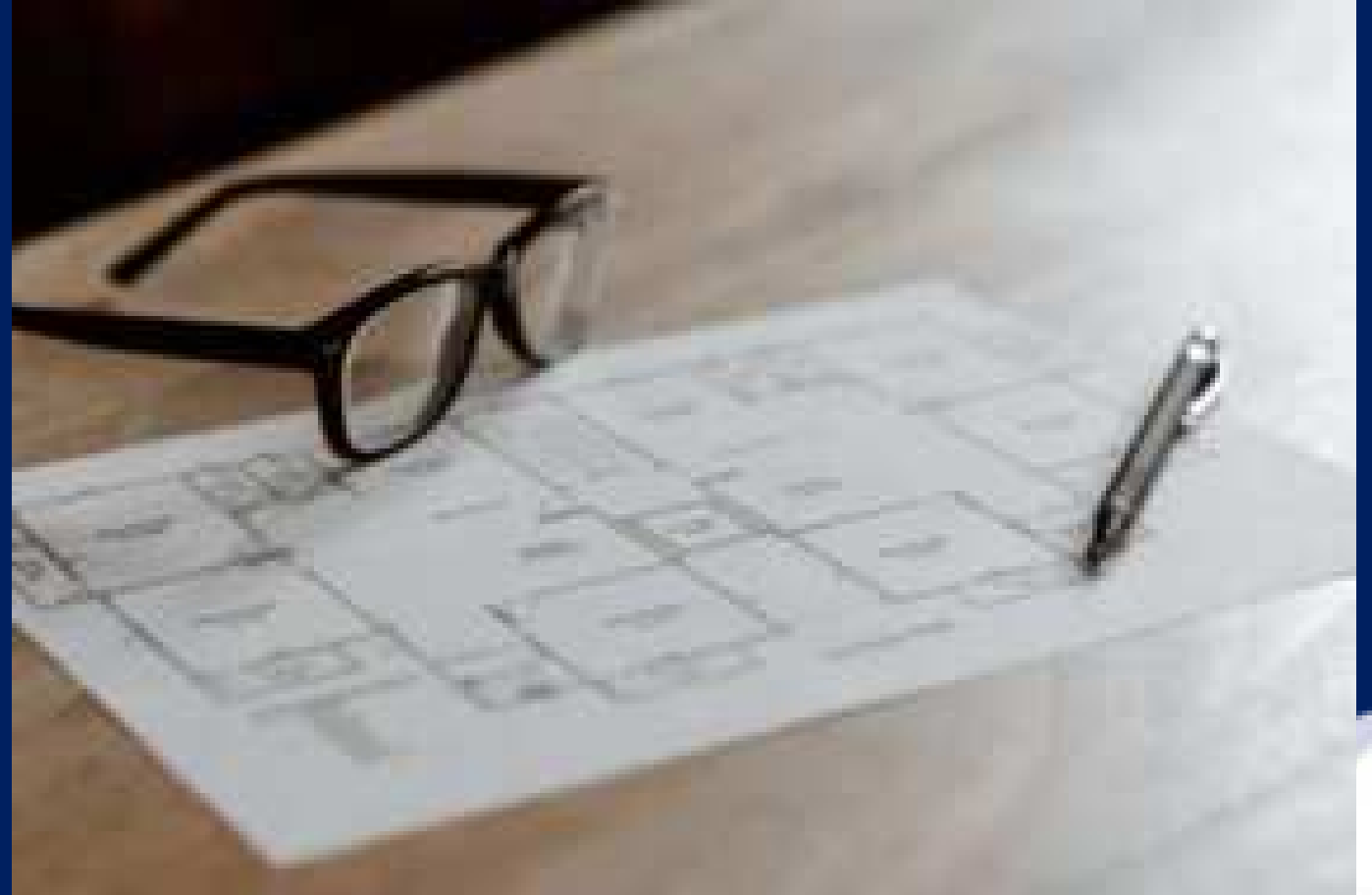
- Belief
- Rehearse
- Interesting
- Edit
- Fun



# Why is Public Speaking such an important skill

3 Main Reasons:

1. Career Progression



# Why is Public Speaking such an important skill

## 2<sup>nd</sup> Reason

- Self-development

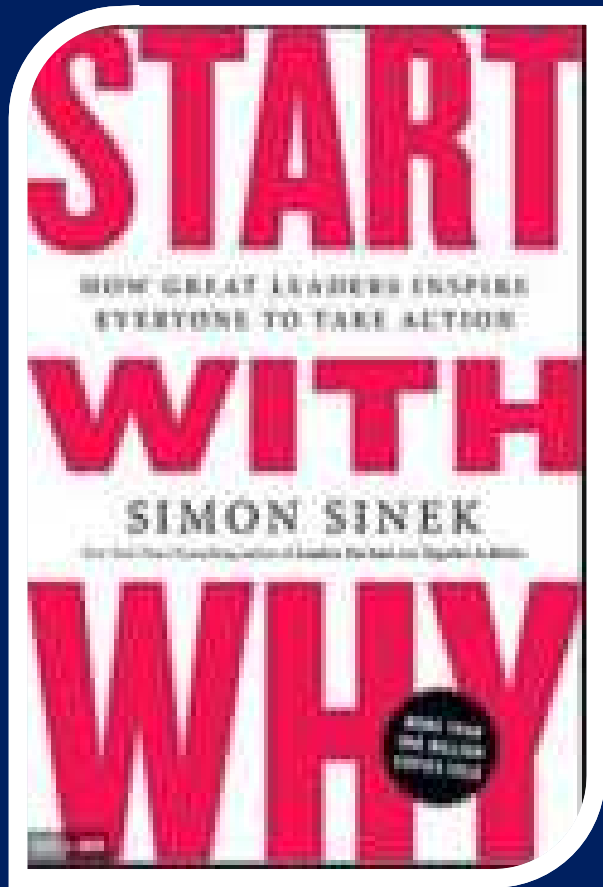


# Why is Public Speaking such an important skill

## 3<sup>rd</sup> 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

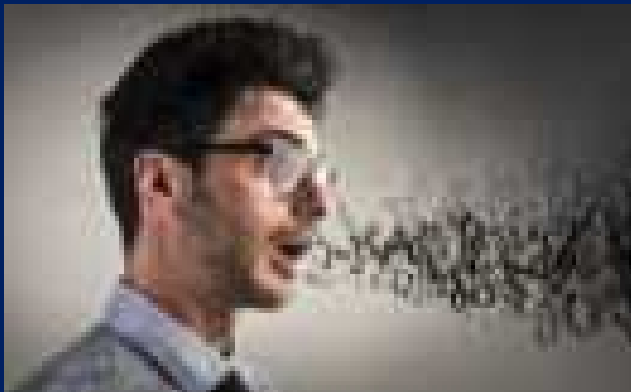






How to ace at  
public  
speaking?

# 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

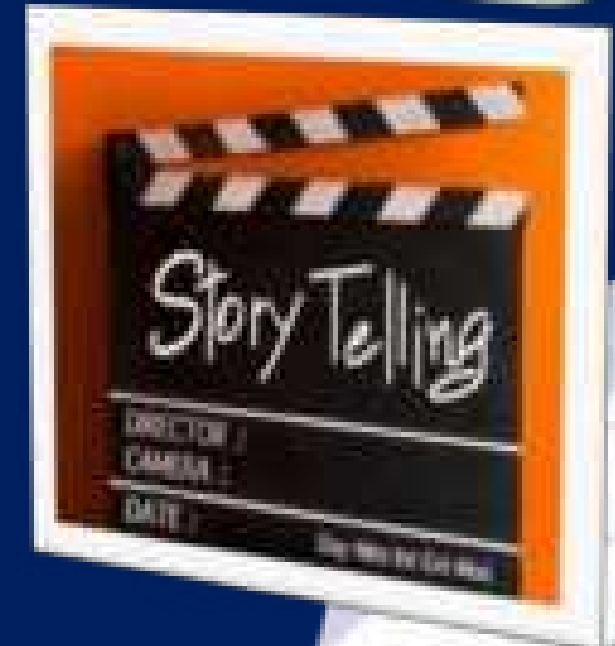


# Storytelling in Action

Award in Office Management and Administration



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

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# 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

# Websites from where you can get images

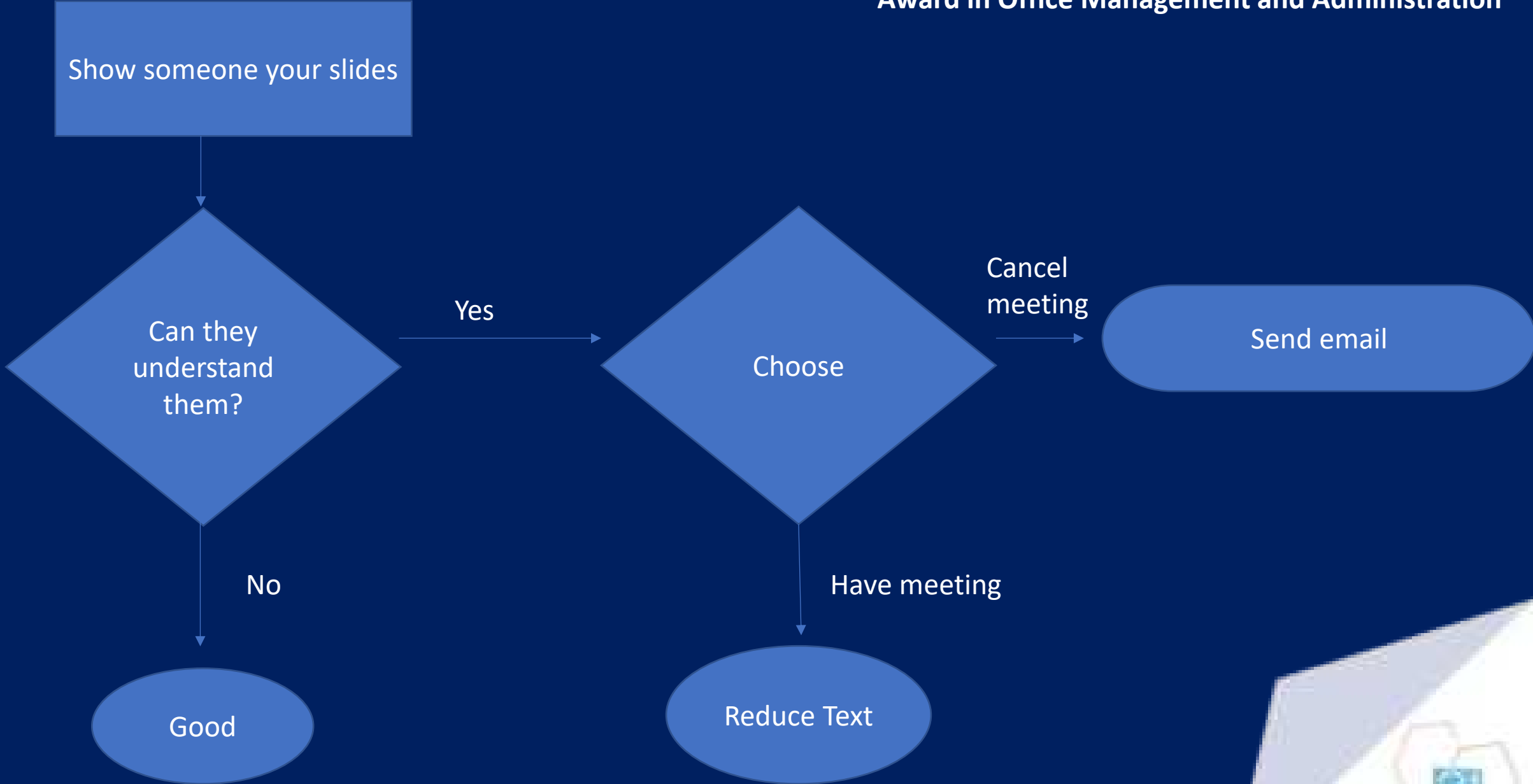
- Pixabay
- Pexels
- Shutterstock
- Unsplash
- Flickr
- Adobe stock
- Storyblocks



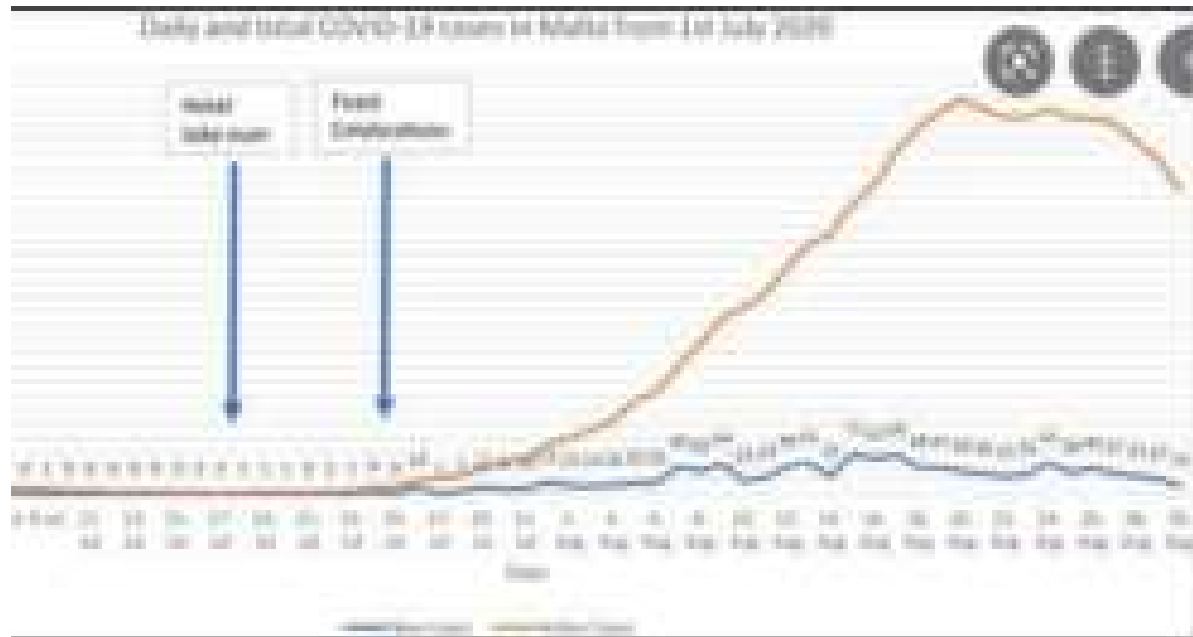




10/20/30 rule







# FOCUS



IMPROMPTU  
SPEAKING  
SUCCESS



Impromptu  
speaking  
PREP



**Point**



**Reason**



**Example**



**Point**

# Speech Writing process

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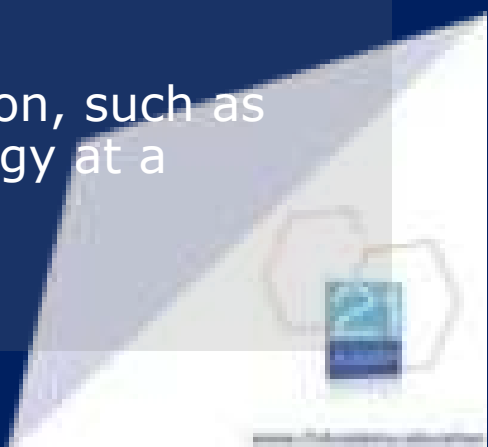
1. Identify your purpose
2. Know your audience
3. Add significance
4. Define your clear message
5. Establish your structure
6. Prepare a strong opening and strong ending
7. Rehearse





## 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.



**No Thank You slide!**

**Say it verbally**



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

