



# The Art of Public Speaking

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*Training Workshop for the students of  
The Velammal International School*

PREPARED BY : I.N.D.I.A. TRUST

## WHY PUBLIC SPEAKING IS SO IMPORTANT ...

Public speaking opportunities stem right from the play school of a child and the quality gets high as we mount the ladder of professional success. There are a multitude of reasons that explain why public speaking is important:



- By learning how to effectively speak in public, a student is able to **increase his/her own self-confidence**. Since public speaking is one of the most prevalent fears, enabling oneself to master this difficult skill will give the confidence that one needs to meet and greet future challenges.
- Public speaking helps to **make oneself more comfortable around other people**, including strangers. Once a student is capable of greeting and instructing an entire room full of strangers (or at least most of them strangers), it'll be nothing to smile and shake hands and meet new individuals in more personal and less threatening circumstances.
- Public speaking will help **fine-tune one's everyday verbal and non-verbal communication skills**. This is especially true for people who spend a great deal of time working with the written word, and have forgotten how to properly vocalize their messages to get their points across best.
- It is important because at some point in life, just about everyone will be required to involve themselves in one type of public speaking or another. Accepting this fact quickly and preparing for it accordingly will help the student wind up **a step ahead in any competition at school, work and society at large!**
- Learning to master public speaking early is a great way for students to perform better in college, as well as offer them **greater opportunities to be accepted into their top choice schools**.
- As the school prepares students to face the world and **emerge as productive citizens**, the ability to dive into public speaking and related communication skills are a big winner among prospective employers. Public speaking ability is a true career booster.
- Using public speaking effectively will allow you to **make a difference in one's business, community and perhaps even the world**. By sharing information with others, one is better able to increase the impact of one's hopes, dreams, desires and goals for his/her life and the world around.



## OBJECTIVES OF PUBLIC SPEAKING WORKSHOP



- This workshop is designed to give students the skills and confidence to speak in public with conviction and poise.
- Students will be encouraged to develop original speeches to inform, persuade and/or entertain.
- The workshop will focus on organisation and presentation with attention to considerations of audience and purpose.
- Students will acquire strategies for overcoming speaker's anxiety and gaining confidence.
- The role of language, ethics and critical thinking in oral presentations are also included and expected to be mastered through structured practice.
- The systematised training will encompass all the vital aspects of Public speaking: Verbal (speech, words), Vocal (pitch, loudness, rate, and fluency) and Visual (body language)
- Students will understand the importance and adopt the techniques of effective delivery and effective listening.
- Students will ultimately learn to speak with clarity, full engagement and confidence before a group of any size.

# TRAINING DESCRIPTION

The training consists of two parts: theoretical and practical.

## THEORY

- In the theoretical part, students focus on methods of delivering an effective public speech
- They learn how to speak in front of many people and how to overcome fear and nervousness, how to use effective body language skills
- Students also learn to prepare and use PowerPoint presentations.

## PRACTICE

- In the practical part, students use the library and internet to research on the chosen topic for presentation
- Students will also design outlines of presentations and give presentations to large audiences
- Students will also be evaluating the performance of his/her own and that of others

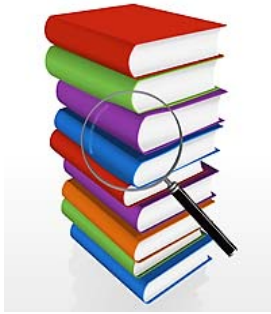


## TRAINING MODULES

- ✓ Verbal and non-verbal communication
- ✓ The basic differences between writing and speaking
- ✓ The importance of body language in public speaking
- ✓ Elements of bodily communication
- ✓ The introduction, body and conclusion of a speech
- ✓ Steps to overcome public speaking fear
- ✓ Reasons why people are afraid of speaking in public
- ✓ Do's and don'ts in public speaking
- ✓ The importance of audience in public speaking
- ✓ The psychology of audience
- ✓ Dealing with the audience
- ✓ Four causes of poor listening
- ✓ How to become a good listener?
- ✓ How to answer difficult questions?
- ✓ The aim of the outline
- ✓ The two types of outline
- ✓ Preparation and speech outline
- ✓ Steps in designing an outline
- ✓ Steps in preparing a speech outline
- ✓ Kinds of visual aids
- ✓ Advantages of visual aids
- ✓ Tips for preparing visual aids
- ✓ Designing PowerPoint presentations
- ✓ Speech Delivery
- ✓ Importance of the speaker's voice in public speaking
- ✓ Aspects of voice
- ✓ What is good delivery?
- ✓ Methods of delivery
- ✓ What is persuasion?
- ✓ Methods of persuasion
- ✓ Kinds of supporting ideas and thoughts
- ✓ Examples, statistics and testimony
- ✓ Presenting statistics
- ✓ Steps for using statistics
- ✓ Kinds of testimony
- ✓ Using quotations in public speaking
- ✓ Tips for using testimony
- ✓ Types of speeches
- ✓ Speeches about objects, processes, events and concepts
- ✓ Expert and peer criticisms



## LEARNING MATERIALS



All learning materials: handouts, questionnaires, etc. will be provided by the trainers during the training period.

Students will however be asked to independently research during the practical sessions on a chosen topic.

Students may use the library and the Internet to carry out their research and they are strictly not expected to plagiarise.

## TRAINING REQUIREMENTS

**Each student must fulfill the following requirements:**

### Take notes and actively participate during the workshop



The student will be assessed for participation, from time to time. Students should give his/her thoughts, ideas, opinions, or comments, whenever required by the trainer.

Study the handouts, books and the Internet materials regularly.

Use the learning tools and materials which are provided as recommended by the lecturer.

### Spend at least 6 hours per week on self-study

Self-study includes revision of notes and handouts, preparation for discussions, collecting and selecting materials for the chosen topics in the Internet and in the library, formulating questions, writing a detailed outline of presentation on a chosen topic and preparing an oral presentation of the topic.



## Attend all classes regularly



If a student misses more than two classes without a clear reason she/he will be allowed to continue the Training with only a special permission from the School heads.

## Prepare three well organized oral presentations

Handouts, PowerPoint, overhead projector and other audiovisual devices can be used but a student is not allowed to read out his/her speech.

The presentation should last about ten minutes.

An outline of the presentation must be handed in to the instructor in advance (before the session commences).



## Students are expected to comply to academic integrity



The School is committed to academic integrity - the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

This implies that students are expected to be responsible for their own work.

Presenting another individual's work as one's own and receiving excessive help from another individual will qualify as a violation of academic integrity. Plagiarism is cheating.

Students are expected to complete their own original work by using their own words.

# TRAINING METHODOLOGY

All the sessions of Public Speaking Workshop will be conducted by experienced faculty with proven track record. The methodology adopted is inductive, interactive and eliciting. The teaching is carried out in a non-threatening ambience to encourage sharing amongst students. The whole learning experience will be fun filled as this workshop includes predominantly practical training.

As our training is based on the principles of experiential learning, we weave role playing, interactive group activities, hand-on experiences, simulation activities, group discussions, visual aids, games, and quiz in our sessions.

**The following topics will be handled using the above mentioned approaches:**

1. **Communication dynamics – how it works**
2. **Listening Skills**
3. **First Impressions and Attitude**
4. **Assumptions**
5. **Terms of Reference**
6. **Assertiveness and Aggression**
7. **Defusing conflict and arguments**
8. **Body Language**
9. **Influencing through the Power of voice**
10. **Language and storytelling**
11. **Breathing technique**
12. **Stabilizing nervousness**
13. **Improving Voice Modulation and Emphasis**
14. **Tone – The underlying intention of the message**
15. **Speed – The subliminal effects of fast and slow speech**
16. **Rhythm – Using pause and pace to create interest**
17. **Pitch – Exploring the music in voice and language**
18. **Increasing the power and impact of the voice**
19. **Cultural differences in language styles and sound of the voice**
20. **Nonverbal behavior**
21. **Choice of Words**
22. **Story telling**
23. **Exploring internal and external motivators**
24. **Tackling Difficult Questions**
25. **Handling Criticisms**





# TRAINING OUTLINE

## Session 1 - Activities:

Introduction to public speaking.

Eloquence or skill in making speeches to the public.

Famous public orators and their speeches.

How to choose a presentation topic?

## Session 2 - Activities:

Types of Presentations:

Informative, persuasive and instructional presentations.

Practice topic: About Myself (2 minutes)

## Session 3 - Activities:

About the importance of body language in public speaking.

Types of body language. How to use body language in public speaking?

Linguistic and paralinguistic features of public presentations.

## Session 4 - Activities:

**Speaking Exercise:**

My Likes and Dislikes, My Hobbies. Things that Make me Happy.

Things that Make me Angry, My Strengths and Weaknesses.

If I Could Change the World... If I had Three Wishes...

### Session 5 - Activities:

How to give an effective public speech?

How *not* to speak in public?

Videos – Speeches that changed the world!

### Session 6 - Activities:

Why do most people fear public speaking?

How to overcome public speaking fears?

Do's and Don'ts in public speaking.

### Session 7 - Activities:

Preparing a presentation.

Steps in preparing a presentation.

Steps in preparing an outline.

Sample outlines.

### Session 8 - Activities:

**Presentation 1- On any of the following topics:**

An Unforgettable Lesson that I Learned

The Saddest/ Happiest Moment in my Life

The Greatest Moment in my Life

An Experience I Had in my Childhood

Someone/Something that Changed my Life.

### Session 9 - Activities:

Organizing the presentation into logical parts.

Introduction, body and conclusion.

The use of visual aids.

Designing power point presentations

### Session 10 - Activities:

#### **Presentation 2 - On any of the following topics:**

Is Watching TV a Waste of Time?

Should People Speak Many Languages?

The Relationship between Learning English and Achieving in Life.

Is Writing the most Important Skill in English?

Does Wealth Lead to Happiness?

### Session 11 - Activities:

Improving Voice Modulation and Emphasis.

Increasing the power and impact of the voice.

Tone – Speed – Rhythm – Pitch.

### Session 12 - Activities:

The importance of audience in public speaking.

The psychology of audience.

Engaging your audience.

Choice of words.

### Session 13 - Activities:

#### **Presentation 3 - On any of the following topics:**

My Favourite Season

The Advantages and the Disadvantages of Life in the City

The Advantages and the Disadvantages of Life in the Countryside

Countries of the World

Famous Capital Cities

### Session 14 - Activities:

Pronunciation, intonation, sentence stress and rhythm.

#### **Presentation 4 - On any of the following topics:**

The Seven Ancient Wonders of the World

The New Seven Wonders of the World

The Seven Natural Wonders of the World

A place which I think should be declared a new World Wonder

### Session 15 - Activities:

Listening Skills

Raising pertinent Questions

Tackling Difficult Questions

Handling Criticisms

Evaluating others' presentations

### Session 16 - Activities:

#### **Presentation 5 - On any of the following topics (for a wider audience):**

Parents as Role Models

Teachers as Role Models

Friends as Role Models

Environmental Management

Individual Social Responsibility

### Session 17 - Activities:

Written Examination.

### Session 18 - Activities:

Oral Examination.