

Club Presidents-elect Track

Session 1: EFFECTIVE Public Speaking

Facilitator:

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District Trainer 2008-09

District Training Committee Advisor 2009-2010

Learning Objectives

- **Understand basic public speaking skills.**
- **Identify ways to improve public speaking skills through practice (role play).**



Purpose of Public Speaking?

- **Transmit information**
- **Motivate people**
- **Persuade people**
- **Simply telling a story (but a wider group of people)**



Glossophobia

- Informally known as ‘stage fright’
- Single most common phobia
- Affecting as much as 75% of the population



Tips to effective public speaking

- **Understand the purpose**
- **Clear & concise**
- **Be prepared**
- **Be vivid**
- **Use double spacing & font size 14 for your notes or speech**
- **Cut your notes into half of A4 size for ease of handling if neccessary**



Understand the purpose of the presentation

- **Who – are you speaking to? Profile of the audience; how are they unique?**
- **What – you wish to communicate?**
- **How – best to deliver the message? Choosing the right words; use audio visual.**
- **When? – timing is important.**
- **Where? – room & equipment checks.**
- **Why – should they listen to you?**



Clear & concise

- **Easy to understand**
- **You will feel if your message is adequately clear**
- **Limit content of slides to a few bullet points**



Be prepared

- **Preparation is frequently underrated**
- **Set adequate times for preparations**
- **Do research if required**



Be vivid when delivering the message

- **Use examples**
- **Keep body language up-beat – don't stuck behind rostrum**
- **Don't talk too fast**
- **Use variety of tones of voice**
- **Use visual aids – but don't overdo**



Stage fright strategies

- **Try to think it in a +(ve) way**
- **Fear is your friend**
- **Makes reflexes sharper**
- **Adds sparkle to your eyes & colours to your cheeks**
- **Less fright with more experience but can't vanish 100%**



Symptoms of stage fright

- **Dry mouth**
- **Tight throat**
- **Sweaty glands**
- **Cold hands**
- **Shaky hands**
- **Nausea**
- **Fast pulse**
- **Trembling lips**



How to handle stage frights

- **Refer to handouts**



ROLE PLAY

- 5 PEs to volunteer
- They are to give their speech at the installation ceremony of their presidency
- Each person is given 2 minutes
- They are to give their views (1 minute)
- Facilitator will provide overall feedback



Summary - Public Speaking

- **Use stories to illustrate key points.**
- **Stay within your allotted time.**
- **Use your notes only as a reference**
- **Establish eye contact and maintain good posture.**
- **Speak slowly and clearly, and vary the tone of your voice.**
- **Be relaxed and confident.**



Some benefits

- **Public speaking and Oration are sometimes considered some of the most importantly valued skills that an individual can possess.**
- **This skill can be used for almost anything.**
- **Language & rhetoric use are among the 2 most important aspects of public speaking & interpersonal communication.**

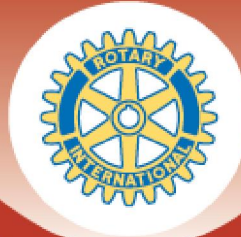


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End of Session 1:

EFFECTIVE Public Speaking





**"ENTER TO LEARN AND GO FORTH
TO SERVE"**

Thank you

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