

Module 3 Unit 1 Public Speaking

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“A good speech is like a pencil. It has to have a point”

Three major things we need to keep in our mind while getting ready for public speaking are:

1. Body language
2. Voice modulation
3. Eye contact

Body Language

We need to maintain a positive posture throughout speech. Our positive energy and our confidence level is reflected in the way we walk into our space. So don't drag yourself into the stage slouching.

Enter your space by walking with firm steps and maintain an erect posture throughout.

Place our chin up to show the confidence in us.

Only through practice we will be able to acquire the correct body posture. While practicing, rectify yourself; make changes until you find the most appropriate one.

Voice modulation

Intonation is the rising and the lowering tone of your voice. If we use a monotone, you will fail to catch the attention of the audience. So it's important to have a rising tone and a lowering tone, so that we can persist the attention of the audience to us.

Eye Contact

While delivering the speech, look at the audience. Don't keep your eyes fixed on a spot. Watch across the entire hall.

Try to deliver an organized and concise message.

Don't ramble. If the speaker is disorganized, it's very hard to follow him.

While preparing, create a nice introduction, body and conclusion. Make sure that you have clear main points and few transition statements between each main point. The audience will definitely follow an orderly presentation of our ideas and they will remember the major points too.

Just remember to begin your speech with a good salutation.

Secondly, the importance of maintaining eye contact...

Don't look over people's head nor look at the floor, and not stare at the ceiling.

But, look directly into a person's eye long enough to finish a thought and then into the next person's eyes and finish one thought. Then the people will get easily connect to you.

Next you need to practice is not to clutter up all your notes with too many details and jam our notes or PowerPoint with everything we want to say. The result is that we may get locked up with our notes and again get fail to connect with people.



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Instead, just make your notes into mere points. So that you may have a conversational style with your audience. So, it will help you to connect with people to look up and to have a normal conversation with them in your natural personality.

Try not to speak softly, rather use a confident voice, loud, clear and also with apt voice modulations. Emphasis the key words and also pause after you share a key idea or key thought. Pause for a minute.

As we begin the speech or presentation, try to hook the audience by getting their attention. The best way is to start your presentation with a striking quote or with an anecdote. Asking questions in between will also help to arouse curiosity among audience and will let them cling to the speaker. Keeping all these in your mind, do prepare, practice and present a perfect presentation confidently.
