**PUBLIC SPEAKING COURSE ASSIGNMENT**

**LESSON 1: INTRODUCTION TO PUBLIC SPEAKING**

**ASSIGNMENT: Explain What Public Speaking is?**

**Definition of Public Speaking**

Public speaking is the art of speaking or giving a presentation before a particular group of people in an organized and purposeful conduct with the intent to communicate information, ideas, and it is meant to inspire and entertain a live audience. It is the process in which an individual conveys knowledge, information and ideology to a certain group of people at a particular time to educate, persuade and influence the listeners. Public speaking is commonly known to be the act of speaking face to face between an individual and the audience or an environment where the speaker is in direct contact with the listeners. Public speaking in the public arena covers a wide range of subject matter from government, politics, education, business, e.t.c.

**Origin of Public Speaking**

Public speaking can be traced back to the ancient world of Egypt, Greece and Rome. Oratory as it was first known, developed and detailed principles and methods from the knowledge and experience of orators in the ancient Greek city-states. Oratory was an important skill in both public and private life, but the main element, composition and delivery, was found in the traditions and institutions in classical Greece and Rome. Orators like Aristotle and Quintilian discussed oratory and deliberated the subject with definite rules and structural criterion, but in the Middle Ages and Renaissance it was accentuated as a part of a liberal arts education.

**Public Speaking as an Art**

Public speaking as an art was first developed and used by ancient Greek orators in public arenas such as the court and theatre. These Greek orators used public speeches to persuade their audience when they are either representing a client or a constituency. Because it was a right for all Greek citizens to participate in matters of the state and public life, public speaking became a worthwhile practice and a desirable skill and so the art and techniques were taught. In classical Greece, a group known as Sophist were the first to charge fees to teach the skills of public speaking. They taught their students the skills of making stronger arguments through the process of instruction in excellence. Socrates, Plato and Aristotle were the first to challenge the Sophist with their theories of public speaking and throughout this period schools were developed to institutionalize the principles and ideas of public speaking. When Rome ruled as an empire, the Romans adopted Greek culture and methods of public speaking.

**The Public Speaker’s Presentation**

The objectives of a public speaker’s presentation ranges from communicating information and ideas, persuasion and entertainment. Because rhetoric and language are the basis for the art of public speaking and oratory, professional public speakers take on the continuing process of training and education to refine their trade. Professional public speakers may continue looking for instruction and counselling in the improvement of their speaking skills; for communicating information and ideas, effective interpersonal skills, for persuasion, the art of using words effectively, and for entertainment, story telling techniques and the use of humour.

**Public Speaking and Oration**

People with public speaking and oration skills are more likely to become leaders in any field or activity of life, from politics, entertainment, business, professional or personal life. Public speaking and oratory skills are a great advantage in all forms and types of leadership and also in the marketplace, promoting and selling goods and services. Great leaders from all walks of life who possess the natural ability to these skills not only capture the attention of their audience but have also made a great impact to many generations after them. An individual is said to be an orator when (s) he has mastered the two most important aspects of public speaking, which are language and rhetoric.

Some of the world’s most fascinating and captivating orators have few things in common such as, they passionately communicated their feeling and personality in their words, their conviction and stance of establishing nothing but the truth of their purpose and enterprise, and an objective to cause a drastic and positive change.

The names on the list of influential public speakers, who were leaders, poets, Idealist politicians, founding fathers, activists and statesmen, that effectively and passionately display their oratory skills goes on. In ancient Greece, in the “age of eloquence” Pericles famed funeral oration in 427 B.C.E. in a time of a nation in war; George Washington the Newburg freedom speech, March 15, 1783; Winston Churchill’s speech to inspire the moral of the allied nations during world war 2, 19840; Mohandas Gandhi the Quit India Speech August 8, 1942; Martin Luther King Jr.’s “I Have a Dream Speech” at Lincoln Memorial, 1963, a call for racial equality and an end to discrimination

**Qualities of Oratory**

There is much passion and charm that is related to oratory. The passion can be felt in the tone of the voice and the charm can be seen in the aura of the speaker’s presence. With a precise vision and with lots of confidence and passion, the orator takes the stage to inspire, appeal and inform the audience with a speech. An orator can captivate and persuade the audience with the message and structure of the speech, body language and great visuals.

A section of history is recorded events of men and women who have shaped the world with their words. They were given the opportunity and the stage to tell the world what they believe and they maximise every moment of it with the power of spoken words. The power of spoken word is undeniable because of its tangible effect on human history in various walks of life, such as religion, politics, education, government, e.t.c. “Words are the most powerful tool that man has at his disposal. It is how you use those tools that make a whole difference in the world.” Dr. Terry Thomas. The skilfulness of orators and the power of words in speeches has influenced and persuaded people from all nations of the world, race, color and status. Great oratory has sparked out the light of hope out of darkness, raised the banner of victory on the edge of defeat, risked temporary pleasure for lasting freedom, fear of the past for faith for the future. It has overthrown empires and kingdoms to establish a government of the people, for the people and by the people. We must not also forget that the power of oratory can be used for good or evil and with a great cost of accountability and responsibility. In the history of man, the power of oratory has been contested between those who uphold a righteous cause and those who uphold an unrighteous cause.

“Those who uphold a righteous cause must be prepared to speak masterfully as those who seductively and smoothly seek to convince the public to abandon its values and principles.” As for me, Jesus was the greatest orator that ever lived. The words of Jesus have been written in books, studied, lived and practiced by people of all nations and walks of life for generations to come.

**What is Oratory?**

As the saying goes, “All oratory is public speaking, but not all public speaking is oratory. This is true to an extent because there are elements of oratory that distinct it from public speaking.

**Rhetoric:** The art of persuasive speaking is a key element of oratory. Oratory explores the many figures of speech and uses many other structural artistry as an approach.

**Response:** The response of the audience is immediate, because it seeks to change the beliefs and ideologies of the audience to its own aspiration and policies.

**Reason:** Oratory uses clear thought patterns as logic in reference to its premise and parallel to reach conclusions.

Oratory with eloquence seeks to appeal to the emotion, opinion and practice to convince the audience of a worthy cause. Oratory is not in any shape or form presented in pretence, but it is personal, passionate and creative in its preparedness, presentation and noble course.

Oratory has been said to be the greatest art since ancient Greece, because many other forms of art are embedded in it. Oratory as an art also, is a requirement for those who are in some form of leadership or the other, because of the power of spoken words. Oratory is not just the construction of words for a speech, but admirable eloquence and impressive rhetoric that appeals to every fibre of the audience’s being; it inspires the spirit, awakens the conscience and excites emotions and passions for a noble course. Oratory as a discipline appeals to men of great ideas, visions and passions to affect their generation in a positive way. Throughout history, men and women have left their footprints in the sands of time with great speeches that inspired and persuaded their audiences to take action, changing the course of history and defining a path for future generations. Oratory as a discipline and an art has stood the test of all times, being times of uncertainty, struggle, chaos and fear. Brave men with oratory have been a beacon of hope in times of despair, leading the way out of the dungeon of darkness into a ray of light. Even though oratory has been designed as an art to be persuasive yet still it has to be ethical, because it has a hidden power in itself that men can exploit for an unrighteous cause. In whatever field, occupation or practice we may find ourselves, either as a clergy, a scholar, a student, a politician, a businessman, an artist, or a public servant, we must aim and seek to find the path that leads from an effortless and uninvolved speech to a great oratory, the power of spoken words and admirable eloquence.

**LESSON 2: SPEECH PREPARATION ANALYSIS**

**ASSIGNMENT: Explain Speech Preparation Analysis**

**Planning Speech**

Public speaking is something that is worth doing and worth doing well, and planning a speech is a great part of making it worth doing. Nothing can take the place of planning a speech in public speaking, not even the anxiety and anticipation of the speech outcome. There is much to be done in planning a speech than the actual presentation of the speech. No time is too much in planning a speech, because speech presentation is not based on assumptions, but on research. If the required and justified time is taken in planning a speech then the anticipated result or outcome of the speech will be acquired. The question that needs to be asked is, what are the things that need to be taken into consideration when planning a speech? As for a start, the first thing that needs to be taken into consideration is the nature of the occasion.

**The Nature of the Occasion**

The nature of the occasion can be subdivided into two parts; the purpose of your speech and the audience of the occasion.

1. Purpose of the Speech: As a good public speaker one must be able to identify and define the purpose of the speech. The ability to identify and define the speech purpose sets an overview of the full content and context of the speech. What do you want your audience to know and what response do you expect from your audience as a result of the presentation of your speech. These are two big takeaways for the purpose of the speech. Be sure to make the purpose of your speech current, authentic, adequate and justifiable for the occasion.
2. Audience of the Occasion. The audience are those specific sets of people who will be listening to the speech. Part of planning a speech is to do what is called audience analysis. That is you must be able to know or pre-determine your audience size and formation. You can do as much to learn the size of your audience either by asking questions directly from the organizers of the occasion or by approximation. After getting some details about the size of your audience, the next step is to put it into a range of; small, medium, large, and very large. You can do as much also to learn about your audience formation, by this I mean, what is the general make-up of your audience? Social class, political alliance, cultural diversity, age difference, educational qualification and professional accomplishment.

The mode of a speech is determined by the type of occasion itself. From the opening to the closing of the speech, the speaker’s personality, traits and rhetorical devices are all at full display and varies from one type of occasion to another. Let’s say for example at a business symposium, the speaker will use lots of illustrations, comparisons and be more analytical challenging than a speaker at an art conference who will use lots of narration, description and being more creative and inspirational.

**Speech Structure: How to Organize Your Speech**

The duration of a speech presentation varies, depending on the type and purpose of the event, but no matter the amount of time of the speech, a good speaker will not want his or her speech to be boring, but interesting, not ordinary but remarkable, and not unconnected but cohesive. Speech structure is part of the skills learned in communication. A basic speech structure consists of an opening (beginning), body (middle) and closing (an end). This speech structure saves a speaker from problems that come before the speech (intimidating and self-defeating thoughts that cause sleepless nights), and problems that arise during the speech (unnecessary fidgeting and frightening), but most of all it is part of the groundwork for a positive outcome and self fulfillment.

**Opening:** The first 30 seconds of the speech is the most compelling and crucial part of the speech that the speaker has with the audience, because it determines the flow of the remaining part of the speech. This is the moment the speaker must become an “attention grabber” to gain the attention and interest of the audience. There are several ways this can be achieved; For instance alluring or rhetorical questions, a joke, a contentious statement, appropriate reference, graceful allusion, e.t.c. At the opening also comes the introduction of the main idea of the speech that makes the audience remember what the speech is about and to continue in the flow of thoughts and concepts throughout the speech. The opening part of the speech is going to end after the speaker has gained the attention and interest of the audience and introduced the main idea of the speech, and then transitioned coherently into the body of the speech.

**Body:** The body is the bulk of the speech, which is that it contains the details of the speech. This is the point where the main idea or concept is explained, terminologies and themes defined, facts and visuals presented, examples and descriptions demonstrated, histories, stories and quotations stated. The body of the speech also contains an outline. The way a speech is organized and presented is vital for the audience to grasp every bit of information and concepts. The outline is the orderly manner in which the speech is arranged so that each point correlates one after the other as they are made.

**Closing:** The closing is a reference to the opening in which the speaker repeats the main idea in the introduction in an effective way. At this point of the speech the main ideas are harmonised and key words are resolved. A good speaker would like to finish strong with a call to action, leaving his or her audience motivated, inspired, captivated in conviction and reaction

**LESSON 3: PHONATION AND FORMS OF SPEECH**

**ASSIGNMENT: Explain Phonation and Forms of Speech**

Every good speaker that desires to give a good speech must learn some basic expressions and techniques of communication skill. These expressions and techniques are very important in making a great impact on your audience as an orator or a speaker. Articulation and concentration exercises are just some of the ways we can possess these expressions of flamboyance and utterance, the techniques of enunciation and fluency.

As it is in every field, trade or practice there are skills and techniques that are required for excellence and success. These required skills or techniques most times are not what an individual is born with, but they are learned, acquired and mastered. This is also true for public speakers, there is a great need for them to learn and master these techniques through articulation exercises just as a child would naturally go through the process to learn how to speak at the earliest stage of life from mumbling to the stage of fluency.

**How to Improve Your Diction?**

**Work on Mouth Movements and Articulation Muscles:** To a great extent, the movements of the lips, tongue and jaw affect speech. It is good to start with a phrase or a short sentence, and then proceed to long sentences. As a daily exercise, be very meticulous and attentive to the movement of your mouth, adjusting the tone and volume of your voice from low to medium and to high and the pace of your speech, from slow to fast and to very fast.

**Listen to Yourself:** Listen to yourself speak does a great deal of good. Try recording yourself giving a speech, reading a poem or narrating a story. As you listen to yourself you will definitely find flaws and identify strengths. Then you will be able to make adjustments to the flaws and improve on your strengths. This exercise makes you to be realistic, authentic because of the flaws you have adjusted and makes you creative and confident.

**Tongue Concentration/Tongue Twisters:** To have speech pliability and dexterity you have to do a lot of exercises and concentration on the tongue. Practice the tongue to use strands of words that produce similar rhyming sounds by the positioning of the tongue. A daily exercise of tongue twisters is helpful for absolute command over your speech and fluently express tangled sounds.

**Listen and Imitate Speeches of Great Orators and Speakers:** It is not just enough to listen to speeches but to imitate the speakers. Look for an excellent speaker or a great orator listen to their speeches and imitate their style, passion and articulation. There were great speakers who have lived and there are still great speakers in present time, they were and are all from different walks of life, activist artists, politicians, entertainers, statesmen, scholars, e.t.c. Study about their background, imitate their posture, observe their movements, learn their skills and see yourself in their place at a time of your session.

**Let Your Close Ones Listen to You:** Make it a part of the preparation process before the speech presentation to talk your speech to a family member, a friend in your inner circle, a colleague at work or someone in the same line of duty or profession. Let them listen to you give your speech, not with the intention to make fun at your fault, but to correct errors and complications, to deal with setbacks and fears and to help build your self confidence and morale. At this stage of the preparation process, it is the best time for you to listen to the opinions of others about your speech. Open up and let them tell you about your struggles and awkwardness. Take every bit of what they have to say about the speech because they are the ones you trust and apply it.

**Take Time to Meditate:** These are the only moments you have for yourself, to listen to what the inner self has to say to you. Take different moments in time, a convenient and quiet place before your speech for about 15 - 30 minutes of meditation. In those moments, do selective exercises and relaxations, do some breathing exercises, body stretching, arms, hands and fingers flexing, sit or lie and close your eyes.

**Mirror Exercise:** The mirror is the first place we go when we want to see ourselves. Why? Because it is so natural and it shows us exactly how we look. It is advisable you take some moments in front of the mirror and do some speaking. Is it not interesting to see the movement of your mouth and postures as you are giving your speech? You can read a poem, or a line in a movie and try to act like the character in that scene. You can even say some lines or part of your own speech in front of the mirror. When you look into the mirror as you do your speaking, you will see the things you like and dislike.

**LESSON 4: SPEAKER AND AUDIENCE**

**ASSIGNMENT: Explain Speaker and Audience**

Every good speaker must make the audience their priority in speech preparation and presentation. Audience attention is a required skill in speech presentation. When giving a speech, a speaker must do his or her best to gain the attention of the audience or else the audience loses their attention and the speech becomes boring.

A true evaluation of a speech is the connection and response of the audience. It is a very important thing for a speaker to have a strong connection to his or her audience for a positive response. The speech must not be about the speaker, but about the audience. When a speaker makes a speech about himself, he would definitely fail to connect to the audience. An audience is easily connected to the speaker when the speech is centered around their values, interest, knowledge, goals and experience, e.t.c.

Below are some guidelines for audience connection and attention.

**Talk About What Your Audience is Interested in:** In comparison, talking about what interests your audience in a speech has a greater advantage in gaining the attention and connection of your audience than talking about what interests you the speaker. For example, A speaker giving a talk to marketers in a business meeting can easily gain the attention of the audience when he talks more about topics like; How to gain the confidence of your clients? How to win in a competitive market? Strategies for high product sales. You can easily gain the attention of your audience and keep them constantly connected to you throughout your speech with topics like these to such a group of people that make up your audience.

**Tell Them Why They Should Listen**: Good speakers must have adequate knowledge and information about the topic they are going to speak on and some considerable amount of information about their audience. This involves much consideration of the audience’s interest, benefits, disposition, and their heartfelt and sensational response to the main topic of the speech. The reason for this is because this is what you are going to use to convince them that what you have to say is worth listening to.

**Don’t Make it too easy too Hard:** One of the main tasks of a speaker is to keep a steady flow in speech presentation. The pace at which information is received and processed in the mind determines the level of understanding of what is being communicated. Speakers should be mindful of the flow process as they make their speeches. A speech that is said to be captivating, it is required that the speaker must be able to decode the receptiveness of the audience at every point in time of the speech. Therefore, the speaker has only one task and that is he must not be too easy or not too hard. Their forehand knowledge and confidence level in the topic are critical factors for consideration

**Tell Them Stories:** Nobody can underestimate the power of telling stories. Humanity is naturally wired to listen to stories. Telling stories is a powerful tool in attracting attention and engaging the minds of your audience. As a speaker, learn to use stories to convey knowledge, experiences and ideas in telling stories. People tend to listen more attentively to stories than a list of points and facts. Be natural and also creative in structuring your presentation, connecting and relating the stories to the main theme or topic of your speech. You can be inventive using real life experiences to make up your own stories or fictional using illustrations.

**Have Frequent Breaks:** Speakers must give frequent breaks especially a speech presentation that is long, for example an event or an occasion where the speaker has to speak for a whole day. Speakers should be sensitive enough to the physical needs of their audience. Definitely the audience will start flagging when it is time to use the restroom, time for snacks and drinks, time for short talk and walk. Speakers should give their audience this refreshment and reinvigoration.

**LESSON 5: THE USE OF SPACE WHILE PUBLIC SPEAKING**

**ASSIGNMENT: Explain The Use of Space While Public Speaking**

**Filler Words**

Filler words are words like; um, uh, er, hmm, ah, like, okay, e.t.c. These words are meaningless and they add no value to your speech. Speech presentation is not the suitable place to be making use of filler words. It is even advisable not to be fond of making use of them in ordinary day talk, because the tendency of mastering them and becoming habitual is certain. Filler words can be distracting and too much use of it in a speech might cause a wreckage.

Speakers must learn and strive how to at least minimize or at best stop using filler words. Filler words in so many ways impinge the morale of the speaker and efficacy of the speech. Filler words produce clutters in the speech and they are a mess left only for the audience to clean up. Much use of filler words denies the speaker the ability for a befitting expression and enthusiasm for the speech. It leaves a perception in the minds of the audience that the speaker is implausible, unsettled and inept about the subject matter of the speech.

**Filler Sounds, Filler Words and Filler Phrases**

Filler Sounds: Ah, er, hmm, or, uh, um

Filler Words: Actually, basically, really, seriously, totally

Filler Phrases: End result, First of all, In terms of, Within that time frame.

Many of the filler words and phrases have meaning when it is put in its right context.

A Strategy for Removing Filler Words From Your Speech

**Access how Often You are Using Filler Words**

**Get a Member of the Audience as a Volunteer:** The first way to start eliminating filler words is to get someone from the audience that will get a record of your use of filler words and give a feedback and honest comment on the effect on the audience and the speech.

**Record Yourself on Audio and Video:** The easiest way to change something about yourself is to know about it yourself. Try to record yourself on audio and video at different times and events. Listening to and watching yourself give a speech is the easiest way to know how often you are using filler words. In the process of listening to and watching yourself give a speech, you will be able to notice the different times at which filler words were used and for what reasons they were used. The best part of recording yourself is that after listening to the words and seeing the expressions on your face, you are the best person to explain the effect and tell why filler words were used at every different point in time of the speech.

**Preparation and Practice**

An eloquent speaker will always take much time to prepare and practice his speech. An eloquent speaker avoids using filler words when he takes the time to prepare and practice his speech. Preparation makes the speaker familiar with the content of his speech and that familiarity gives him the fluency and confidence in the speech presentation. It is always obvious on stage when a speaker is not prepared for a speech. Lack of adequate preparation has tremendous effects on the brain. It makes the brain work abruptly out of memory. It makes the brain work faster to keep up with the pace of the speech. Fast speech with many filler words is a result of nervousness and lack of articulation, that is a result of lack of adequate preparation.

**Slow Down**

The pace of a speech has a tremendous effect on the speech as a whole, either positive or negative. One of the simplest ways of filler word reduction is to reduce the pace of your speech. Reducing the pace of your speech doesn’t mean you are a slow speaker, rather, you are an articulate speaker. It is very important that the pace of your speech goes in the same flow with the train of your thoughts. Most of the time speakers use filler words when the train of their thoughts cannot catch up with the pace at which they speak. A great speech requires that the speaker is articulate, taking the time to compose the rhythm of the speech, and how the words flow with the train of thoughts. Speakers must avoid the temptation of speaking fast to impress their audience. Speaking fast without actually speaking plainly and decently does not impress the audience, the only way that can happen is when you take the time to slow down and make the audience understand you clearly. Another temptation to avoid is voluminous content. Do you best to be considerate and moderate both in speech preparation and presentation. As much as you are conscious of your information content, be also conscious of your time constraints. Your audience cannot absorb all of the knowledge and information you have at a stipulated time.

**Embrace the Pause/Silence**

It causes no harm to your speech when you take the time to pause in your speech. Do not be frightful when a pause or silence occurs in a speech, it is an advantage to you as a speaker. It gives you the opportunity in a moment in time for the choice of words to adequately express your thoughts. The pause is also that time of silence that gives the audience a time for reflection and also consumption for more knowledge and information. A pause or silence in your speech is not to your disadvantage, but to your advantage. Embrace it.

**Monitor Your Progress**

After being conscious of the excess use of filler words in your speech and making attempts to eliminate them, it’s time to take a step back and monitor how much progress you have made starting with step one on the list.

* Have you come to agree with the reasons you used filler words in your speech?
* Have you come to understand the power of preparation and practice for your speech?
* Have you considered the pace and the effect it has on your speech?
* Have you considered the advantage of silence or pause in your speech?

Gesticulation A gesture is the act of using your hands and face to convey and emphasise intended meanings to spoken words. We can distinguish gestures from ordinary body movements that do not express any feeling or emotion and do not communicate any intended meaning. Gestures are used best when they are natural and purposeful, not mechanical or aimless, communicating and expressing varieties of thoughts and feelings to the audience.

**Public Speaking Gestures and Facial Expressions**

Hand gestures and facial expressions are a vital part of a speech. As a public speaker you must understand that gestures and facial expressions talk and you can actually use them to talk in your speech. The challenge is how appropriately, cautiously and skilfully can we use them. As it has been said “they are like the seasoning of a prepared meal.” Meaning that it is the reason for the good taste of the meal. Excess use of gestures and facial expressions can cause a lot of harm to a good intended speech. Every good public speaker must use gestures and facial expressions cautiously, not too much and not too little, just a little of it can make a good speech.

There are few things that you can do to make your speech tasteful. If public speaking is all about standing in front of an audience and talking, then anybody is a public speaker. So public speaking is not all about what the speaker says, it is about how the speaker said it and how the listener responds to what is being said. How the listener responds to the speech must be a concern to the speaker, and one of the ways this is done is to add seasoning in your speech.

Gestures and facial expressions are non-verbal body language that you can use as seasoning in your speech. As a public speaker, do not underestimate the power of non-verbal body language in your speech, it might be a smile or a frown on your face, it might be a wave or a spread-out hands, whatever it is don’t hold it, let it out, it would definitely communicate its intended meaning. It is the seasoning of your speech.

As much as gestures and facial expressions attract the attention of the audience to you, they also make a double impact on their receptiveness. Let those words which are mere words be spoken, and those that need a stronger expression, let the gestures and facial expressions help you out. Do not make your speech all about talking, let it be about communicating, using every form of non-verbal body language expressions appropriately, cautiously and skilfully.

**Emphatic Gesture**

Emphatic gestures are personal and impressionistic in nature. They express the deep convictions, feelings and intenseness of the speaker. Emphatic gestures suggest passion and vibrancy and it stresses how meaningful and relevant an idea or information is to the speaker. Gestures and facial expressions can also express punctuation marks in the speech. When a speaker harmonizes his voice and body movements he is able to express the necessary punctuation marks that goes with every phrase and sentence in the speech.

Not all public speakers are demonstrative or expressive, some are passive and reserved as a result of the person’s character, nature, ethnic and cultural values, but emphatic gestures are required to be a successful public speaker that makes a tremendous impact. There is the possibility to be an expressive and demonstrative public speaker by imitation, practice and re-programming of the mind. Gestures, facial expressions and body movements are a natural part of public speaking.

**Descriptive Gestures**

Descriptive gestures are impersonal and open-minded in nature. They are used to simplify and detail the verbal message. They present to the audience the opportunity to envisage the size, shape, structure, direction, position and location of objects, anything visible or touchable in the context of analogy and disparity.

Public speakers use gestures to give illustrations of sizes and shapes, figures and images. For instance, they can point out and roll out a finger to make a circle shape giving an illustration of any object with a circle shape. Descriptive gestures are to actually help the audience envisage and understand in detail the meaning of an idea or an object. A speaker can use his hands to give an illustration of the wave of a sea as an idea, or use his hands to give an illustration of a scissors as an object.

**Facial Expression**

Facial expression as a means of physical delivery is the strongest expression and best enhancer of verbal message. Public speakers must not only be conscious about what the audience hears, but also about who the audience sees. During the speech presentation the audience is both listening to the speech and at the same time looking at the speaker; and what the audience is looking at exactly is the face of the speaker. The captivation and observation of the audience is on the facial expression of the speaker because on it is the strongest expression of the speech. The audience pays attention to the facial expression of the speaker because it gives an indication about the intent and passion of the speaker and the essence and direction of the speech.

As a public speaker do not underestimate the power of facial expression, it bequeaths strong feelings of satisfaction and displeasure, hope and despair, awe and surprise. Do not underestimate the power of a smile, it conveys a great deal of affection, good-humor, kindliness and credence. A smile on your face at the beginning of your speech sets the right atmosphere for a profound connection with your audience, to convey your honest and strongest emotions

As much as you pay attention to your verbal message as a public speaker, you also start giving that much attention to your facial expression. It is that “magic wand” for a good and well appreciated speech. For a start, begin to practice it and soon it becomes as natural and effective as you’ll ever think.

**LESSON 6: CONQUERING FEAR IN PUBLIC SPEAKING**

**HOMEWORK: Explain Conquering Fear in Public Speaking**

**Confidence to Overcome**

Most people have experienced fear in public speaking and have suffered the negative effects until they do the necessary things required to conquer it. Fear of public speaking is a sensitivity of self anxiety and a feeling of uneasiness and tension that rises before public speaking. Some people evade or sidestep public speaking opportunities at every point in time it comes their way and when they do, they tussle with their uneasiness and tension and most times agonize over the humiliation and embarrassment after the speaking.

The ways how people evade or sidestep public speaking because of fear varies from person to person, but what makes them avoid it is the same but in different forms: whether it is “I can’t stand people looking at me”or “I don’t want to be the only person everybody is looking at” all boils down to the fact of self anxiety and feeling of uneasiness. People use different ways of avoidance just not to do public speaking. Students avoid being chosen for debate with other extracurricular school activities, like sport. Some people avoid leadership position or promotions because of fear of public speaking at work with excuses of lack of readiness or even quitting their job. Some people avoid attending social gatherings and events because of the thought that it might involve speaking in public and so they come up with excuses like they have busy schedules or they aren’t interested in such an occasion. While some are shying away from the opportunities and the occasions that will boost their prestige and career, others are seizing the opportunity of the moment, not allowing their anxiety and uneasiness hinder them from advancing towards the goal of their career. Instead of finding valid reasons to give as an excuse for avoiding the speaking engagement, they courageously accept it as an appointment important to the advancement and promotions of their career. They overcome their feelings of fear by doing what they are asked to do, not allowing their anxiety to deter their productivity. Their action steps are the building blocks of success in their career. The more they are engaged in what they are called to do, the more doors of opportunity are being opened to share their experiences and expertise with groups of people far beyond their usual and common place.

**The Trick**

Naturally we try to move far away from the problems of public speaking anxieties, even renowned speakers who have been in for a long time do try to avoid it because it brings with it bodily signals of crisis and insecurity; avoiding eye contacts, uncontrolled breathing, conscience-stricken and blushed. Our aeronautic response to avoid the crisis and insecurity is what actually creates the feverish feeling of burden and trauma as the times go by.

**Don’t be the Unspeaker!**

Reclaiming your mind is the best thing to do when you are given an opportunity to do public speaking. The thoughts of failure and disapproval before the definite time or actual event of speaking creates nervousness and tension. Dislodge the thoughts of failure and direct the focus away from yourself to your audience. Get connected and be involved with the moment and not through it. Get to the task of imparting your audience and depriving them. Remind yourself that you are the real speaker of the day and not the unspeaker.

**Hurrying**

Learning how to keep a steady pace in your speech accounts for a convenient and relaxed breathing. The possibilities are much to ramble when you talk at a faster pace in your speech and it has a tremendous negative effect on your breathing. Talking fast especially when giving a speech makes you lose breath control, your breathing becomes either short or frequent holding of breath. Make convenient breathing a priority in your speaking presentation and the fluency of your speech and the vibrancy of your voice will have more impact. A well appreciated speech requires no hurrying but a steady flow of constructed words and ideas. A distorted speech disconnects the audience from the speaker and it reduces the chance for clarity, and makes the audience be critical and disregard the speech.

**Ignoring the Audience**

Audience connection and interaction is vital to make up a good and appreciated speech. Persuasion about the ideas and information in the speech becomes difficult or rather impossible when a speaker fails to connect and interact with his audience. One of the major ways a speaker connects and interacts with the audience is through eye contact. When you are preoccupied with your thoughts you get to the podium forgetting the most important thing which is eye contact, and when you are in front of your audience you are now engaged with dismissive and improbable thoughts, which distracts you from recognizing the response of the audience, whether they are being inspired or being bored. This attitude and composure has no solution; rather, it makes the problem of fear of speaking in public worse.

**Fighting to Hide Your Fear**

Speech anxiety is a persistent impression of one’s feelings and thought process in public speaking. So even when you try to hide or disguise the feeling of fear there are other indications that find ways of expression. This increases the chance for public speaking anxiety. The persistent feelings and thoughts of public speech anxieties creates a lack of self-delight and deprives the speaker of self-fulfillment in speech presentation. There is much you can do to overcome speech anxiety and appreciate every effort of your speech presentation. Because public speaking anxiety is a sensitivity of self, it takes self reflection and contemplation to deal with its excesses and illusory.

**Eye Contact**

Eye contact is mostly one important thing to do as a public speaker to enhance audience persuasion and impression. An articulated, meaningful and enduring eye contact towards a person or particular persons at given points in time is a sure way to gain acceptance and accordance with an audience. Eye contact as a characteristic of public speaking is one of the strongest expressions for audience impact in speech presentation.

The importance of eye contact with your audience in the speech presentation cannot be argued and its benefits are numerous. Because eye contact is a characteristic technique, it requires an individualistic style to create an interactive setting in which the audience would have a sense of importance and connection. As a public speaker, you have to ignore entertaining negative thoughts about looking into the eyes of a person or persons in the audience, it is just a way of being credible, positive and sensitive. Eye contact creates the conversational part of the speech presentation, being able to skilfully respond to the interest and attention shown by the audience. Eye contact not only makes you gain the interest and attention of the audience, it establishes the speaker’s value and importance of the required connection between the speaker and the audience. Eye contact communicates the speaker’s uniqueness over imitation and confidence over any form of stage fright.

Keeping a meaningful and continued eye contact in speech presentation is a simplistic way to attract an extensive audience attention and interest, and avoids situational or timely confinements and limitations between the speaker and the audience. As a speaker, your audience deserves the approved eye contact and the required connection that is between a speaker and an audience.

**To Scan or not to Scan That is the Question**

Having an enduring eye contact with your audience is more engaging and entertaining than scanning the back wall during a speech presentation. An audience feels less interested and less encouraged when a speaker fails to establish meaningful eye contact and therefore misses out the opportunity of the flow of emotional reactions with the audience.

**Make Friends**

Being friendly with one or two more persons before the speech presentation is a smart way to establish familiarity for eye contact. Don’t wait until you mount the podium, seize the opportunity when you have it. Sometimes it can be hard for meaningful eye contact to be immediate especially when the atmosphere is not that familiar or friendly.

Greeting attendees with a handshake, with a smile, a hello, a wave, an exchange of pleasantries are all smart ways to create a friendly atmosphere that you would need for your talk. Ask simple questions that relate to the event or you can introduce yourself as the speaker. These short interactions with a few of the audience members will be of great help to have meaningful eye contact from the very start of your talk.

The individuals you had first met might be your first point of eye contact at the beginning of your talk as you progress into the speech and gain more confidence and connection with the audience.

**LESSON 7: GOOD PRESENTATION**

**ASSIGNMENT: Explain Good Presentation**

**Public Speaking Good Presentation**

Public speaking is all about the speaker and a targeted audience. Every target audience is unique in the sense that it has its own unique needs and interests. So therefore, the needs and interest of an audience to a large extent is what determines the speech subject matter. There are precise steps a speaker has to take in order to ensure good presentation. The first step to a good presentation is to know your audience, their needs and interest in advance of the speech. In knowing your audience, their needs and interests you will be able to get the appropriate text, prepare the right information and align the contents of your speech. With the appropriate text, right information and a coherent flow of thoughts the speaker is able to enthral the attention of the audience and connect to their quest for knowledge, information and inspiration.

The composure and posture of a speaker is also vital for good presentation in public speaking. A speaker becomes the main focus in a speech presentation. The perception of the audience about the speaker in all ramification matters for a positive outcome of the speech presentation. The speaker’s mood: Let your attitude and passion relate to the right mood of the event. Dress code: Dress appropriately and decently: Audience impression: Live up to the expectation of your audience, be welcoming and not gloomy, be passionate and not apathetic: Speech tone and pace: Don’t speak to fast or too slow and articulate plainly.Voice control: Be audible for everyone to hear your voice no matter where they are located in the room. Facial and emotional expressions: Let your facial expression be a vital part of your speech and express some emotions when it is appropriate. Connection management: Establish empathy and harmony for a flow of thoughts and information between you and your audience.

Your body language is a very vital part of your speech presentation.Be conscious of all your body language movement; standing, walking, hand gesture and facial expression because they are ways you communicate hidden and strong emotions to your audience. When standing behind the podium, maintain a pleasant facial expression, and at frequent times with a smile. When standing beside or in front of the the podium, stand at an erect position. At appropriate times walk away from the podium towards the audience and pace back to the podium.

Speaking skills are required for a good speaking presentation. The different materials used for the presentation of the speech must be used skilfully, appropriately and moderately. For instance, when using a Power Point in your speech presentation be sure not to make it lengthy, and the content on the PowerPoint is clear and precise. Give much attention to your speaking, your fluency and choice of words. Be accurate and confident as you speak, engaging your audience with persuasion and passion. Avoid reading your speech from the prepared notes word-for-word. If you are reading from your notes it must be the important points or quotes and must be short and not lengthy.

To maintain a sincere eye contact with your audience you must avoid being under tension and just be realistic with your emotions. At the beginning of your presentation, try to maintain a continued eye contact with one or two persons in the audience for about 3 to 5 seconds maximum, and as you proceed, focus your eyes on different persons at a particular time and locations in the room. A continued eye contact is a two way street that is beneficial to both the speaker and the audience. The speaker and the audience are both connected and feel comfortable with each other. The thoughts and emotions of both the speaker and the audience are being communicated to and understood by each other.

A good speaker can create a lively and an engaging atmosphere and cause a lot of positive impressions and tremendous impact on his or her audience when presenting a speech. It is a great task for a speaker not to make a speech boring but lively and engaging. It all depends on the speaker’s attitude and willingness to connect with and entertain the audience. Humor is a powerful tool that a speaker must be willing to use when giving a speech. A good speaker seizes every moment to make a speech interesting by using humor. A speech that is boring does not only make it long, but also uneventful. On the other hand, an audience will not mind giving a speaker more attention and extra time when a speech is lively and engaging.

**Personal Hygiene**

A speaker’s appearance creates either a positive or negative impression before, during and after the speech. As a good speaker, you must be concerned about your appearance, and it all begins with a great deal of attention to your health and wellbeing. To be mentally stable, emotionally balanced and physically fit contributes to a larger extent, a good appearance that will create a positive impression on your audience. Your health and wellbeing has a tremendous effect on your thoughts and actions which will in turn determine the outcome of your speech presentation. As a good speaker, your appearance is a presentation tool you must manage and maintain. Without a doubt, a good appearance captures the interest of the audience and makes them give the needed or maximum attention to the speech.

The moments that precede your speech is also a key factor that determines the outcome of your presentation. As a speaker, if you arrive moments earlier before your speech presentation, make use of the opportunity to interact with individuals that will make up the audience. Be welcoming, approachable and presentable. Be nice and jovial.

There is a great need for a public speaker to dress decently, modestly and according to the event. Dressing is an important and needful aspect in public speaking as a presentation skill. Dressing according to an event as a speaker sets your mood and reveals your personality to your audience to a large extent. It is not inappropriate to get some general information about the event from the event planner before the actual event. It is important to know as a speaker the setting of an event and the formation of the audience.

As much as it is required not to be flamboyant in your dressing as a public speaker, avoid dressing shabbily to an event. Your dressing must not be a factor for distraction and at the same time, it must not be a factor for disregard. Do your best as a public speaker to incorporate your personality and your content to leave an appreciated moment and a good and lasting impression with your audience.

Dress appropriately and smartly. It would be so odd for you as a public speaker to be in a casual outfit on a formal occasion. As a public speaker you are the center of attraction the moment you are on the podium. You don’t want to feel embarrassed or uncomfortable because of the way you dress. You want to feel confident and the one in charge at the moment of your presentation and dressing right causes that confidence to flow from within. Let your personality be seen in your dress and appearance. Dress neatly, smartly and correctly to present your confidence, dignity and morale according to the course and setting of the event. As a public speaker, whether casually or formally dressed, a neat and smart appearance is acceptable at all events or occasions, whether in a business, professional or academic speaking events.

**Personal Appearance as a Disregarded Part of Communication and Presentation Skill**

Your appearance is what says the first line or sentence of your content and definitely, it is what says the first thing about your personality. Not all people in the audience will wait till the end of your speech to draw a comprehensive conclusion about you, some will certainly reach a selective conclusion just from what they see. For women, avoid excess make-up, high heel shoes and revealing clothes. Dress modestly and suitably. For men, avoid flashy or over-bright shirts and tight trousers. Dress correctly and properly. Your dressing is a big representation of yourself, so dress decently, modestly and properly, because your image is at stake. As it is said about attitude, so it is as well about dress, “First impression creates a lasting impression.”

**Personal Image:** Having the right thought about yourself is the crown jewel of your personality and product. Your personal thoughts about yourself determines your expressions and attitudes in your various relationships and walks of life. When you take a look at yourself in the mirror, what you see is just the outward expression of yourself and not the inward expression of yourself. It takes a positive thought of oneself to accept and appreciate the outward expression about one’s self. A positive thought is befitting for a good and pleasing appearance.

**The Real You:** The true identity of who you are is simply the real you and not the titles, labels to our names, not the class or group we belong to and not the status quo to which we belong in society. The real you is what thrives to fit into all of these. The greatest task is to discover who that real you is. Your first responsibility in life is first to the real you and then to the different people you come across throughout your life. Define your on-duty self; that is the occupied life, and your off-duty self; that is the reserved life. The real you lives a life of compromise, negotiating conditions and terms of relationships. The real you is just one person that becomes different at different points in time. The real you becomes a spouse (husband/wife), a parent (father/mother), a child (son/daughter), a sibling (brother/sister) a professional (employer/employee) a friend, a colleague, a leader, a student, a civil servant and a patriot just at a moment in time.

It is required of the real you to possess the qualities and skills in personal communication and interpersonal relationships to maintain the different capacities of the other persons. The visible appearance is a superficial representation. It is how you are seen and accepted by the world, The concealed self is the real you, not a hero or heroine to the world. It is how someone sees and accepts themselves for who they are, and finds fulfillment within themselves.

**LESSON 8: SUPPORTS IN PUBLIC SPEAKING**

**ASSIGNMENT: Explain Supports in Public Speaking**

**Public Speaking Good Presentation**

**Support Materials**

Public speaking is not all about the literal speech made by the speaker, but it is also about the supporting materials in the speech presentation. It is called supporting material because it is what is used by the speaker as evidence of the main points of the speech. Basically, there are eight types of support material which can be used in public speaking, and each provides supporting evidence or exemplifies main points of the speech. Below are eight support materials of speech that are widely used for the purpose of illustration, comprehension, appreciation and application.

**Examples:** Existing definite instances that clarifies or explains an idea or a concept. Be sure to use examples that are not outdated, easily understood and that widely relate with the audience.

**Testimony:** These are quoted materials from a credible source and they are used to prove arguments beyond reasonable doubts and logic as a base for facts.

**Statistics/Survey:** This is a cumulative, analytical and comparative numerical data used as an information to lay out facts in a systematic order.

**Definition:** This supporting material is used not to define words in its traditional sense, but for the speaker to determine the scope of a word based on the context of the subject matter. When a speaker confines a word within the context of a subject matter, he in some ways lets the audience channel their thoughts towards the word in a particular way, and how he intends to use it in relation to the subject matter. Categorically, these are some of the words that a speaker must endeavor to define: Unaccustomed words, like words used in professional fields (religion, art, science, politics, law, medicine, e.t.c.), foreign languages, like Greek (mania), acronyms and technical words.

**Narration:** It carries with it the exciting intensity that causes an audience to express sincere sentiments during the speech presentation. They are used as a part of a speech first as an engrossment and delight and to winsome the imagination of the audience.

**Analogy:** It is used to make comparisons between concepts, subjects, objects, words and ideas to connect what is unfamiliar to the familiar. The purpose of using analogies in public speaking is to avoid disagreements, create a positive attitude, right impression and clear doubts in the minds of the audience about subject matters in the speech.

**Description:** It is a process that is commonly used in a speech to give detailed information about objects, processes, and places or locations with your own first hand knowledge and in your own specification.

**Audio/Visual Aids:** These are the visible tools or mechanisms (Whiteboards, Power Points, Microphone, Handouts, Props, Photos, Video clips, Overheads, Music, Flip Charts and Graphs) used in the speech presentation. Audio and visual aids are used as a tool to boost the verbal presentation and give an added value and clarity to the speech.

**Good Micro-Structure:** It is extremely vital and effective to use different support materials in your speech to present concepts, defend ideas, support claims and emphasize points in an accurate and undisputed way. There is a tendency for an oral speech without supporting materials to be boring, uninteresting and unattractive. A speech that uses supporting materials deals with many aspects in the speech presentation. The main points in the speech are clearly and accurately presented to the audience and it gives the speaker much credibility and professional success.

**Use Support Material Effectively**

The most important aspect of making use of support materials is to be applicable to the reference points, so that concepts or ideas are clearly illustrated to the audience. One of the purposes of using support materials in public speaking is not to make your information complicated, but to make it meaningful and to the point. These three steps will guarantee effective use of support materials in public speaking.

**Step 1**

State the Point: As a speaker, you must avoid the situation for the audience to make assumptions about your inference and interpretation. Oftentimes, speakers make the mistake of giving an illustration before stating their point. They use the phrase, “the point I am trying to make is that”. Before you give an illustration; state your point so that the audience will understand its importance and make your inference clear.

**Step 2**

Present Support Materials That Clarifies Your Assertion: As a speaker, do not be hasty in giving illustrations in your speech. Remember that another important aspect of using support material is for your concepts and ideas to evolve, and adequate time is required.

**Step 3**

Show how the Support Material Clarifies Your Assertion: As much as the point is important, it must be in an encapsulation form. Present the support materials not only as a prop, but also as an assertion. There is always a need for you to go over your point for emphasis.

**Visual Support**

We are living in an age when oral presentation as a means of communicating information is visual and verbal. Important aspects of visual aids in oral presentation are for enhancement, clarity and recollection.

**Enhancement:** It makes oral presentation engaging, impressive, productive, credible and applicable.

**Clarity:** It gains the attention of the audience to relate with the speaker’s flow of thoughts, abstract concepts, technical terminologies and complex data freely and positively in the form and sequence they are presented.

**Recollection:** The impression and effects of visual aids increases the possibility of audience recollection of the details and facts presented and therefore makes your oral presentation enduring and momentous. “Something is happening. We are becoming a visually mediated society. For many, understanding of the world is being accomplished, not through words, but by reading images.” (Paul Martin Lester, 2006). Using Visual Aids During a Presentation or Training Session. <https://virtualspeech.com/blog/visual-aids-presentation>

**Using Props in Your Presentation**

A prop is any object used in a presentation to communicate complicated ideas and compound information to an audience at a particular place and time. It is also used as an essential tool to instantiate an abstraction, support a point, and to add meaning, value and significance to a presentation. These objects create a link to the point of speech that remains in the audience’s memory for a long period of time. Below are some ways on how to efficiently use props in presentation.

The prop must be relevant to the theme and relate to the content of your speech. The prop must not be a distraction to the audience from the ideas, concepts and facts that you are presenting in the speech.

The object must not be seen as offensive, threatening, or outdated. It has to be suitable for the audience and appropriate for the speaking event. Ample time must be given in consideration to the type of audience (age group, academic, professional, or business class and cultural background) and the venue setting. Make sure to use an object that is audible and viewable.

When selecting the right object for your presentation, consider its size, weight and technicality or complexity. Do your best to make use of props that are handy and not too sophisticated or too complicated to operate. If at all you are going to use a sophisticated object, make sure you have adequate knowledge of its application and operation and also have a back-up in the case of malfunction. The stage space is a determining factor for the selection of the size of an object to be used in your presentation. One thing you must not forget when selecting a prop for your presentation is the purpose of its use, and that is; to intensify the influence and enhance the impression of your presentation in general.

PowerPoint and Flip Charts are great tools to use when making a presentation. They are useful in drawing pictures that help the audience understand the point you are driving at. If you are familiar with using PowerPoint, you can make adjustments to the slide and explore as many drawing tools to design any diagram of your choice.

**Illustrations**

Stories and anecdotes are used as illustrations or examples in speech presentations for the purpose of arousing interest, stirring sensation, and creating lasting impressions. People are generally interested and connected to listening to stories because of how they are related. Stories that are exciting, exceptional, surprising and astonishing gain the attention of the audience and raise the credibility of the speaker. Illustrations or examples of life events will make your speech impressive and retentive.

Below are guidelines when using illustrations and examples in your speech:

1. The illustration should be used in the body of your speech, when the subject is appropriate to the form and procedure. Make sure you give an example to each point.
2. Supports facts with examples.

Introduce your examples with a statement to give the audience an hint of what is next on the pipeline.

1. Let the source of your story be wide; they could be about your personal life experiences and extraordinary facts about everyday happenings. Be creative about telling stories in your speech presentation.
2. Avoid telling many stories about yourself so that you don’t create the impression of being a superhero. Tell authentic stories of the lives of real people, whether they are popular or ordinary people.
3. An example can be used as an analogy in speech presentation when a speaker tries to use one similar aspect of two incompatible objects or ideas to make an objective interpretation or conclusion. Analogies can be used to help clarify complex ideas and technical data. Giving examples with evidence enhances your presentation and have a tremendous impact on the audience.

As a speaker, your examples should not come out of space. Try as much as you can, before your presentation, to do some fact-finding about your audience and build your examples based on the information gathered. For instance, if your findings show that your audience is made up of academic consultants and are interested in elementary education, then you can tell a story about challenges you experienced as a pupil.

**LESSON 9: COURTESY AND MANNERS**

**ASSIGNMENT: Explain About Content and Context; Courtesy and Mannerism in Public Speaking.**

**Public Speaking Skills Training**

It is very important for public speakers to know what the lectern is and what its purpose or function is. The lectern is a piece of furniture built as a stand with a slanted top on which materials (notebook, handouts, pen, e.t.c) of the preacher, speaker, reader, lecturer, conductor can be placed upon. They are known to be used mostly in places of worship, for instance in a church, where the preacher preaches a message from. It can also be used in lecture halls, at conference centers, in the senate and at any public speaking events. There are different kinds of designs but all are used for the same purpose. When the lectern is used for its right purpose, it makes a lot of difference. Many who have had the training and learned the skills of public speaking, often see the misuse of its purpose by other public speakers. It is also important for public speakers to know the difference between a lectern and a podium, and not to generalize or assume that both are the same in meaning and purpose. The podium is built as a platform for which the speaker stands upon to present a speech, and a lectern is built as a stand to support the speaker’s speech contents.

**Lectern Etiquette**

**Rule No 1**

Do not Hold or Lean on the Lectern Inappropriately: As a public speaker you must establish an emotional and positive relationship with the lectern. Learn to treat the lectern as something that is so fragile and dear to you, maybe as a child or a pet. In this way, you would give it all the right treatment it deserves. You must also understand that as a speaker your posture and movement is of much concern to the audience. You are sending the wrong message to your audience when you relate to the lectern inappropriately. Some of the ways you send the wrong message to the audience is by leaning, pounding and holding on tightly to the lectern for a long period of time. These do not send the right message to the audience, but rather, the wrong one and most of all a negative impression about you the speaker. Take much of your time to stand in front of the lectern, and not circling around it. As a public speaker, you do not want to present only your speech, but you want to present yourself in a convenient manner and as an experienced speaker.

**Rule No 2**

Never Leave the Lectern Unattended: In every speaking event there is always either an emcee or a particular person who is chosen as an announcer to announce the speaker. Whether it is an emcee or an announcer, the person who has the responsibility to announce the speaker is the announcer. Both the announcer and the speaker must learn the propriety of not leaving the lectern unattended. When the lectern is left unattended, it is the transition period, either at the introduction of the speaker, when the speaker takes the microphone from the announcer, or at the end of the speech, when the anchor takes back the microphone from the speaker. It is very improper for the emcee to introduce the speaker and leave the lectern empty before the speaker comes to the lectern. The proper way for this process to be done is for the emcee after announcing or introducing the speaker to wait for the speaker to come to the lectern and take the microphone. It is the responsibility of the announcer to avoid this awkward moment. This process also applies at the end of the speech. In a professional manner, the speaker must literally return the lectern back to the emcee. A good public speaker would use a sentence like, “I would now like to turn over the microphone back to the emcee”, and would wait for the emcee to come up to the lectern before he or she leaves the stage. It is the duty of both the emcee and the speaker to manage this transition professionally.

**Rule No 3: Best Practices**

* Make sure your speaking materials are well prepared and in order before you start your presentation. It is unprofessional to get to the lectern without your notes being prepared. On getting to the stage, take your time to place your notes on the lectern.
* As a speaker learn all the best public speaking skills of using a script and use the one that is convenient and best for you. If you are using a staple script, fold the top right or bottom right corner of the pages, so you could easily and quietly turn to the next page. This will help you take a glance at your notes and say what you want to say, with your head raised in a usual but purposeful manner. Avoid flipping the pages of your script abruptly, because it causes the audience to be distracted from the message of your speech to the material of your speech.
* Your actual position is behind the lectern, but you are not going to stand behind it throughout your speech. At appropriate times during the speech, you can walk away from behind the lectern to any position of the lectern that can help you connect with the audience. You can stay behind the lectern only for legitimate reasons; maybe the microphone is attached to the lectern.
* Acknowledge the protocol of leaving your notes on the lectern after your presentation, and do not avoid the etiquette of waiting for the emcee to come back to the stage before you leave the lectern.
* It is not in all speaking events that there is a lectern available. There might be valid reasons for that; maybe because of the concepts of the organizers, type of events or lets say circumstantial reasons. In any case, whatever is the reason, if you are in such a situation where you are to give a speech in a speaking event where there is no lectern, and you cannot make a presentation without a lectern, then you can kindly ask to be seated near a table where you can place your notes.

**Content and Context**

To understand the difference between content and context is a required skill in public speaking. Your content is your acquired knowledge, experience and ideas in a particular field of study that will be presented as an information or a message to an audience. In order of importance, content is secondary to context. Context is the coherence and effectiveness of the presentation of the information or message to an audience. To put it in its simplest terms, content is the what and context is the how. Your knowledge and experience is the content of what your message is all about, but your skill on how to present and communicate your message across to your audience in a coherent and effective way is your context.

In public speaking it is not much about the volume of the content, but it is much about the competency of the manner of the presentation of the message. As a speaker, you can have as much content to present, but if it is not orderly and intelligibly presented, your speech will give no meaning and purpose to your audience. The audience seems to lose focus and interest when the speech is more about the volume of the content and not the accuracy of the context.

It takes accurate and right context to have the maximum attention of the audience to your speech. Greater part of your context is your passion. Your passion is the fabric for the content of your speech, and the appropriate form and approach for the context of your speech. Right context and not indefinite content is the secret of acclaimed public speakers. Get to learn the required skills of right context (coherence and effectiveness) for the presentation of your information or message to your audience and you are on your way to becoming a successful public speaker.

**LESSON 10: TIME MANAGEMENT**

**ASSIGNMENT: Explain Closure in Public Speaking With the End of Your Speech.**

**Time Management**

Time management is a vital aspect in public speaking, and it is crucial for speakers to make use of it effectively and judiciously. Time management in public speaking is about the speaker to understand that it is not only about the speaker’s time, but also the time of the audience. You are managing your time and the time of the audience. As there are different methods of speech presentation, so also different speakers have different approaches to time management, but one rule that applies to all is not to make a speech to exceed its stipulated time. Speaking too long is an avoidable mistake when you have learned some public speaking skills such as: prepare your speech according to the stipulated time, and practice the time to fit with the volume of your speech.

**Below are some public speaking skills for time management.**

* **Write Your Speech:** Take the time to write your speech either as a note or an outline, and also get it well organised. Writing your speech saves you from going off script. Most of the times when a speaker goes off script, he/she has only one option, and that is to embellish the speech, which makes the speech go way beyond the given time. One of the benefits of writing your speech before the presentation is that it gives you the time to construct the right concepts, and select the appropriate information, so that your message will be professionally communicated and highly appreciated by the audience.
* **Know the Allocated Time:** Knowing the amount of time allocated to the presentation will help you prepare and practice how to present your speech, so that you will be composed and confident in your presentation and the audience will be convenient with the speed limit of your speech.
* **Practice With a Live Audience:** There are a number of people you can practice your speech with on camera. You can practice your speech with family members or a group of friends. If you are married, you can practice your speech with your spouse. If you cannot find a live audience to watch you practice your speech, try giving your speech to your furniture. The purpose of doing this is to overcome anxiety, tension and nervousness.
* **Arrange Your Presentation Time:** Organise the pages of your notes proportionately to know the average speed limits per page. This helps you estimate the measurement of each page, so that you can prepare a speech that corresponds to the specified time limit. The words of the speech do not fall behind, or exceed the limit.

Good public speakers who have learned speaking skills are very conscious about the time limit they have been provided with, so therefore, they are ready to break-up each part of their presentation in time-sequence and edit their speech to be able to conclude their presentation prior to the end of the allocated time, or at most, on time. Good public speakers adhere to the program’s agenda, and they respect the audience’s time by keeping to the allocated time of the speech presentation.

**Timing and the Introduction**

The focal point of the introduction is to capture the attention of the audience and get them interested and excited. Present the purpose of your topic and the goal of your argument.

**Timing and the Conclusion**

Summarize your main ideas in coherent fashion, not as a mere repetition. Let your speech end with an approval and appraisal from the audience.

“The general rule is that the introduction and conclusion should each be about 10% of your total speech, leaving 80% for the body section. You can extend the introduction to 15% if there is a good reason to, so 10-15% of the speech time is a good guideline. Let’s say that your informative speech has a time limit of 5-7 minutes: if we average that out to 6 minutes that gives us 360 seconds. Ten to fifteen percent of 360 is 36-54, meaning your full introduction—which includes the thesis and preview—should come in at about a minute. That isn’t to say that your speech instructor will be timing you and penalizing you for hitting the 60 second mark, but rather to highlight the fact that you need to be economical with your time. An introduction or conclusion of a 6-minute speech that lasts 90 seconds is taking up 25% of your speech. leaving much less time for the body.” General Guidelines for Introductions and Conclusions. Text Author (s): Kris Barton & Barbara G. Tucker, Florida State University & University of Georgia. Source: GALILEO Open Learning Materials. <https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Exploring_Public_Speaking_(Barton_and_Tucker)/08%3A_Introductions_and_Conclusions_and_Transitions/8.01%3A_General_Guidelines_for_Introductions_and_Conclusions>

**The Body Timing**

From the introduction the speaker transitions creatively to the body. Within the body of the speech the speaker expresses the main ideas of the speech. According to the above reference, the general rule is that the introduction and conclusion each takes about 10% of the total speech leaving 80% for the body section. So therefore, if the allocated time for your speech is 45 minutes, then the introduction takes 4 minutes and the conclusion takes 5 minutes. The body takes the remaining 36 minutes.

**How to Manage Timing?**

Time constraints are one of the main factors for cutting content from a speech. Renowned public speakers always try not to go far over the allocated time of their presentation. This is so because they want to avoid the temptation of having too much content in the speech that they won’t be able to make use of and exceed the time, or even cause their audience to lose interest and attention.

Always check your time as you make your speech to know how much you have covered to the point in time of the speech, whether you are on time, behind or far over time. To stay within the scheduled time of your presentation when you have much of your main points to be delivered, there is a need to cut some of the content that you think might not be too important and focus on the main points.

When you get to the point where you cannot shorten your speech by cutting, try making your main points in just a sentence each.

Practicing your speech puts you at an advantage point and comes with it abounding benefits. As a speaker you are at an advantage when your speech becomes a part of you, which gives you the needed confidence for delivery. Some of the benefits of practicing your speech before the presentation is that it gives you the time management skill to manage the specified time wisely and adequately. Practicing your speech also gives you a sense of timing to avoid talking too much than necessary, which is one of the factors responsible for exceeding time limits. When a speaker fails to practice his or her speech, panic and disconnection will be obvious.