

Presentations & Public Speaking

Essentials in Presentations & Public Speeches

- A presentation or a public speech is a way of communication between the speaker and the audience.
- Through presentations and public speeches, you communicate three messages with your audience.
 - Physical message
 - Story Message
 - Visual Message

Physical Message

- The message that your body sends to the audience. This is done via;
 - **Eye contact-** Speakers who make eye contact with the audience open the flow of communication and convey interest, concern, warmth and credibility.

Physical Message

- **Posture-** Standing erect and leaning forward communicates that you are approachable, respectful and friendly. Interpersonal closeness results when you and your audience face each other. Speaking with your back turned to the audience or looking at the floor or ceiling should be avoided as it communicates disinterest.

Physical Message...

- **Gestures** - If you use gestures (body language and facial expressions) while speaking, you won't be boring but will be interesting for the audience. It will also facilitate understanding of your speech content.

Physical Message...

- **Voice** - If you speak in monotonous tone, you will sound dull to your audience. Speak loud enough and clear. Vary your volume, tone, pitch and pace in order to suit what you say.

Story Message

- The message you convey with your words, sentences and paragraphs. A presentation/speech has three parts.
 - **Introduction** - This should be attention grabbing. Be creative. Make sure to address the audience.
 - **Body** - Use evidence for the points you make. Don't overload the audience with facts, statistics, etc. Make it interesting through example stories, humour, etc. where necessary.
 - **Conclusion** - Summarize your presentation and have a memorable conclusion. Finally, thank the audience.

Visual Message

- The visual message is the message you communicate with the visuals such as handouts, props, posters, Open Office Impress or PowerPoint.

Visual Message...

- Remember 3 points about the visual message;
 - **Make good, easily understandable, visuals** - Show images and keep the information short and simple.
 - **Use them well** - Tell the audience what the visual is about. Explain how to read your visual and emphasize your point.
 - **No plagiarism** - Don't use someone else's work without giving her/him any credit.

For more information, refer the following website;

http://titan.cs.unp.ac.za/cs_coursework/comp105/lectures/21%20-%20Presentations.pdf

Is there a difference between public speaking and presentation skills?

- Well...it's a subtle difference
 - When you deliver a speech, it's more likely that you are standing in front of your audience who will listen without interruption
 - However, in a presentation, you are more likely to be questioned.
 - ❖ A presentation is traditionally a meeting with colleagues or clients.
 - ❖ A public speech could be anywhere but more likely to be a larger audience

Is there a difference between public speaking and presentation skills?...

- In a public speech, any form of relevant visual aid could be used which is optional
- However, a presentation is to have clear visual aids such as PowerPoint slides

Presentation skills...

- Watch the video given below to see an effective presentation to improve your presentation skills:

<http://www.youtube.com/watch?v=whTwjG4ZIJg>

Public Speaking skills...

- Watch the video given below to see an effective public speech to improve your public speaking skills:

<http://www.youtube.com/watch?v=FUDCzbmLV-0>

<http://www.youtube.com/watch?v=OFFwDe22CoY>

The End