Pertemuan-6
Public Speaking

Adapted from materials provided by Allyn and Bacon
TUGAS

- Melakukan Public Speaking dalam melakukan PR Campaign
- Presentasi / Praktik Public Speaking
- Pendalaman Materi mengenai praktik Public Speaking
Public Speaking Produces Anxiety in Most People

People’s Biggest Fears

3. Death
2. Snakes
1. Public Speaking
Overcoming Speech Anxiety

- Acknowledge Your Fear
- Act Confident
- Channel Nervous Energy
Overcoming Speech Anxiety (con’t)

- Practice, Practice, Practice
- Simulate Setting at Home
- Ask Friends to Be Practice Audience
Overcoming Speech Anxiety (con’t)

- Visualize Your Success
- Use Deep-breathing Techniques
- Focus on Message, not Fear
- Give Yourself a Mental Pep Talk
Understand Audience and Listening

- People Think Faster Than Hear
- Have Short Attention Span
- Jump to Conclusions
- Easily Distracted
Listening Remedies

- Keep Speech Focused
- Divide Speech into Compact Segments
- Analyze Audience Carefully
- Adapt to Situation
Understand Audience

Memory

+ Time

Amount of Speech Remembered

-
Understand The Speech Context

- Audience
- Setting
Context –
The Audience

- Size
- Demographics
- Beliefs and Values
- Receptive/Antagonistic
Context - The Setting

- Indoor/Outdoor
- Size and Shape of Room
- Arrangement of Seating
- Equipment Available
- Lighting
- Acoustics
Understand & Define Your Purpose

- Inform
- Inspire / Persuade
- Entertain
- Introduce
- Accept
- Pay Tribute
Understand the Speech Making Process

- Choosing/Narrowing a Topic
- Researching Topic
- Organizing Your Speech
- Developing an Outline
- Rehearsing Speech
- Delivering Speech
Choosing an Appropriate Topic

- Is It Important to You?
- Is It Important to Your Audience?
- Will It Hold Audience’s Attention?
- Is It Manageable in the Time Available?
- Is It Appropriate for Oral Presentation?
- Is It Clear?
Develop Central Idea

Write a one sentence summary of speech.

Georgia 4-H provides us with the skills we need to be successful in life.
Generate Main Idea

- Does It Have Logical Divisions?
- Are There Reasons Why It Is True?
- Can You Support It?
Narrowing a Topic - Example

Protecting the Environment
Water Quality in My State
Well Water Problems
Utilizing Home Well Assessments to Reduce Contamination Risk
Getting Topic Feedback

- From Members of Potential Audience
- From Friends
- From Family
- From 4-H’ers
Researching Topic and Finding Supporting Material

- Sources of Supporting Material
- Types of Supporting Material
- Tests of Supporting Material
Sources of Supporting Material

- Libraries
  - Books
  - Periodicals
  - Newspapers
  - Reference Materials
  - CD-ROM Data Bases
  - Government Documents
Sources of Supporting Material (con’t)

- The Internet/World Wide Web
  - Search Engines
    - Infoseek
    - Yahoo
    - Lycos
    - HotBot
    - Google, etc.
  - Online Libraries
Types of Supporting Material

- Common Knowledge
- Direct Observation
- Examples & Illustrations
- Explanations & Descriptions
- Documents
Tests of Supporting Material

- Is Information Specific?
- Is Source an Expert?
- Is Source Unbiased?
- Is Information Timely?
Tests of Supporting Material (con’t)

- Is Information Relevant to Point Made?
- Does Information Support the Point?
- Is Information Timely?
Special Considerations for Online Information

- In Physical Print, Quality Is Controlled by Experts
  - Journals - Peer Review
  - Periodicals - Editors
  - Published Texts - Editors, Librarians

- Online, Must Do Own Quality Control
  - Beware! Everything On the Web Is Not ALL True
Organizing Your Speech

- Chronological
- Topical
- Spatial
- Cause-Effect
- Problem-Solution
- Comparison- Contrast
Types of Outlines

- Preliminary Outline (Rough-Draft)
  - Main points to research

- Preparation Outline
  - Title & Topic
  - Support/Evidence
  - Conclusion
  - Transitions
  - Main and Sub-Points
  - Introduction
  - Purpose
Types of Outlines

- Speaker’s Outline
  - Introduction
  - Main Point
  - Support
  - Transitions
  - Conclusion
Ethics in Speech Preparation - Researching

- Take Accurate Notes When Researching
- Record Complete Source Citations
- Credit Source of Ideas
- When in Doubt, Cite Source
Don’t Use Someone Else’s Speech!
Types

Functions
Types of Introductions

- Identification with Audience
- Reference to Situation
- Statement of Purpose
- Statement of Importance of Topic
- Surprise Audience with Claim or Statistic
Types of Introductions (con’t)

- Anecdotal Story
- Rhetorical Question
- Quotation
- Humor

“...So there I was at the summit of Mt. Killimanjaro, and I turned to the guide and said...”
Functions of Introductions

- Get Attention
- Introduce Topic
- Provide Motivation
- Establish Credibility
- Preview Speech
Conclusions

Types

Functions
Types of Conclusions

- Summary
- Quotation
- Personal Reference
- Challenge to Audience
- Offer Vision of the Future
Types of Conclusions

- Anecdotal Story
- Rhetorical Question
- Quotation
- Humor

Remember what Dwight D. Eisenhower once said: “Things are more like they are now, than they have ever been before.”
Functions of Conclusions

- Summarize Speech
- Reemphasize Main Idea
- Motivate Response
- Provide Closure
Methods of Delivery

- Manuscript Reading
- Memorized
- Impromptu
- Extemporaneous
Delivering Speech - Beginning

- Walk Calmly with Confidence to Front
- Establish Eye Contact
- Smile Naturally
- Deliver Introduction
Delivering Speech - During

- Use Effective Eye Contact
- Use Effective Language
- Use Effective Gestures
- Be Enthusiastic
- Use Conversational Style
- Use Notes As Needed
Delivering Speech - Ending

- “Frame” the Speech
- Pause before Returning to Seat
  - But Don’t Ask for Questions
- Accept Applause Graciously
Elements of Vocal Delivery

- Speech Rate and Pauses
- Volume
- Inflection and Pitch
- Quality of Voice
- Pronunciation and Articulation
Elements of Physical Delivery or Body Language

- Appearance
- Posture
- Facial Expression
- Eye Contact
- Movement
- Gestures
Rehearsing Speech

- Recreate Setting
- Practice Without Memorizing
- Time Speech
Rehearsing Speech

- Practice Out Loud
- Practice Standing Up
- Watch Yourself
Rehearsing Speech

- Practice Gestures
- Practice Eye Contact
- Practice Volume
Plan, Prepare, Polish, Practice, Present

The better you know your material the less anxious you’ll be about presenting it. Smile and act natural. Don’t apologize for being nervous. No one will know you’re nervous unless you call attention to it.
REMEMBER!!!!

- The 4-H Motto is “To Make the Best Better” and the 4-H Way is “Learn by Doing”!
- Keep these in mind as you prepare your speeches!
Practice takes you from this..
To this....