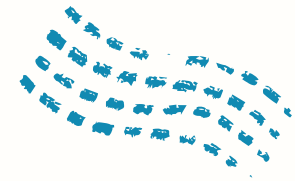


Prepare for Public Speaking




Leni Widi Mulyani

A woman with dark curly hair, wearing a brown blazer and grey trousers, stands on the right side of the frame, speaking into a microphone. She is holding a document with a map on it. In the foreground, several people are seated, looking towards her. The room has large windows in the background, and there are decorative elements like teal circles in the top left, pink dashed lines in the top right, and a blue brushstroke on the right edge. The text "A picture is worth a thousand words" is overlaid in white on the bottom left.

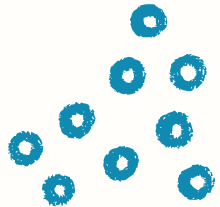
A picture is worth
a thousand words



Public Speaking




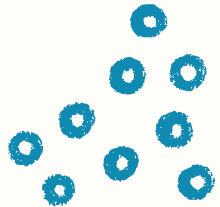
Public speaking is the act of delivering a speech or presentation to a live audience. It can be done in various settings, such as classrooms, conferences, business meetings, or social gatherings. Public speaking is a crucial skill for effectively conveying information, persuading, inspiring, or entertaining others.



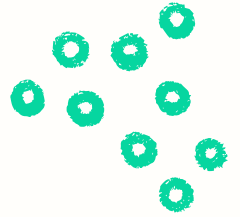
Key elements of public speaking



- **Content** : The message or information being shared
 - **Structure**: Organizing the speech in a clear, logical manner, often with an introduction, body, and conclusion.
 - **Delivery**: The way the speech is presented, including tone, body language, eye contact, and vocal clarity
 - **Audience engagement**: Interacting with or addressing the needs and interests of the audience to keep them engaged.
- 



Agenda



01

Do's

02

Don't's

03

Gesture

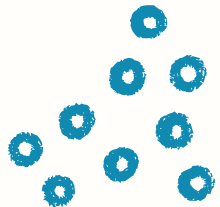
04

Feedback

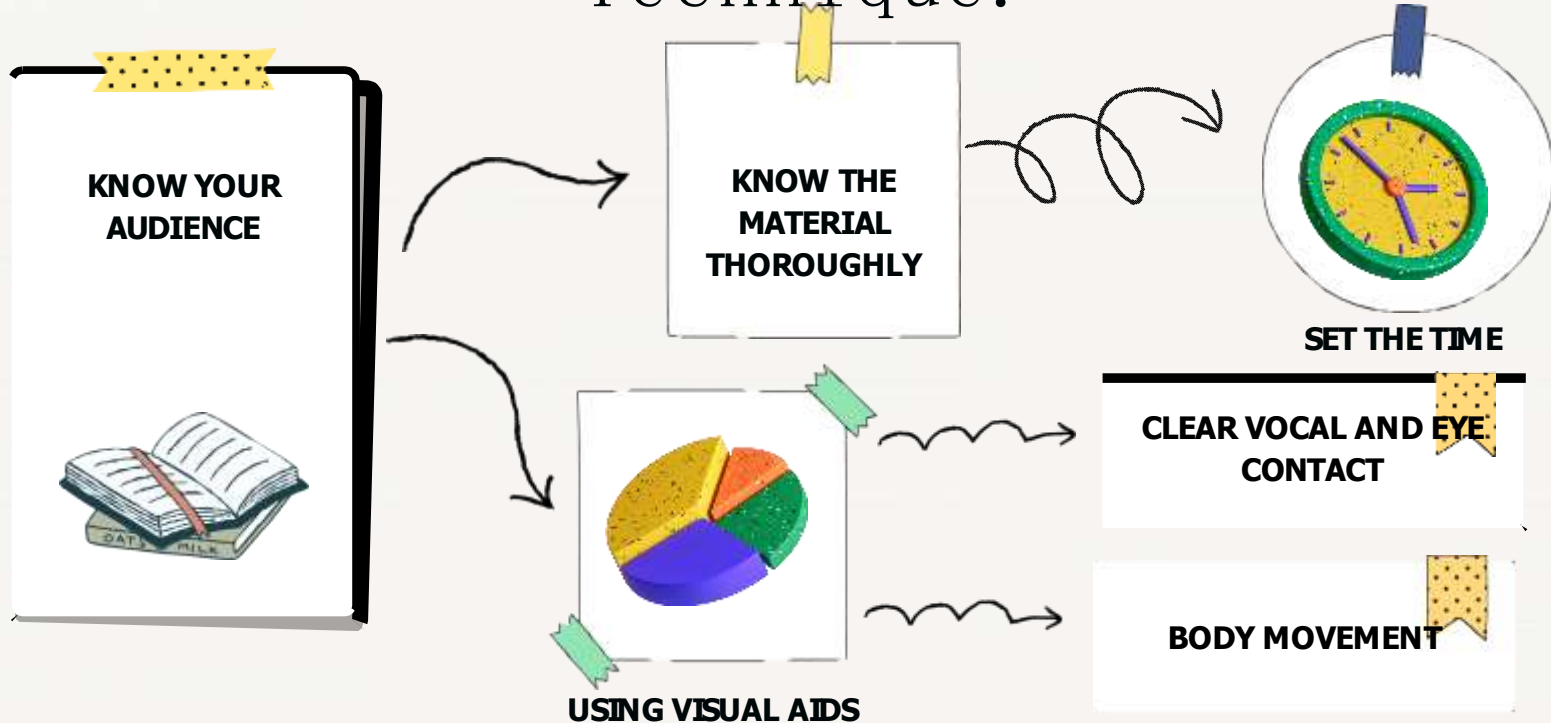


Do's

- using body language as appropriate
- using active words to communicate the importance of comments ,For example: describe, create, apply, decide, debate.
- making the voice sound different depending on the points of the training and not letting their voice always have the same tone and volume .
- Asking Interesting Question
- Encouraging the Audience to become involved
- Use appropriate speed, vocabulary and tone.
- Use humor only if it is directly related to the learning objective. Do not use humor that may be offensive to anyone.

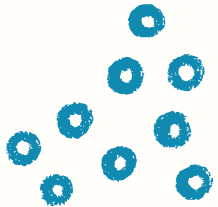


Presentation Skills and Technique.



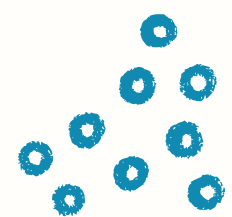
Don'ts

- asking embarrassing questions
- talking simply and avoiding language that is too high or difficult
- failing to acknowledge Learners' attitudes
- avoiding eye contact with Learners
- having a disrespectful attitude toward Learners
- using threatening body language
- using distracting body language
- reading notes All the time
- making oneself look superior or unfriendly
- making comments not related to the training
- having a negative attitude



GESTURES

- **Be natural:** Avoid over-gesticulating, as too many gestures can be distracting.
- **Match gestures to words:** Ensure that your gestures align with your verbal message to reinforce meaning.
- **Vary your gestures:** Mix different types of gestures to keep the audience engaged.
- **Be mindful of cultural differences:** Gestures can have different meanings in different cultures, so be aware of your audience's background.





BODY LANGUAGE FOR PUBLIC SPEAKERS

by the IBCT
the start up way



Divide Eye Contact

Divide your eye contact over the room and look the audience in the eye.

Gesticulate

Gesture with your arms and hands in a natural way to keep your audience attention.

Keep you back straight

This position will make you breathe better and you'll feel more relaxed

Bring movement to your speech

Use the physical space you have available and walk it.

Smile

To make your audience comfortable simply smile at them. Smiling is our most powerful tool.



Authority, keep calm

Demonstrate authority, keep calm and use small stiff gestures. This way people will trust you and view you as a confident person.

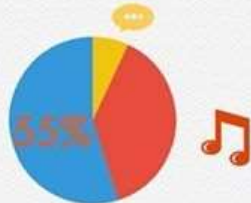


Encourage participation

Use open gestures and if possible walk around and towards people. We tend to participate more when we have proximity to a speaker



The numbers represent the percentages of importance of varying communication channels have with the belief that 55% of communication is body language, 38% is the tone of voice, and 7% is the actual words spoken.

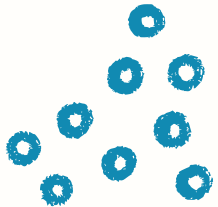


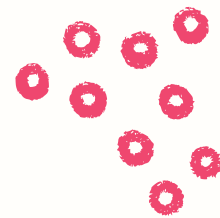
■ Spoken words (7%) ■ Tone of voice (38%)
■ Body language (55%)



Don't forget to :

- Identify Participants who do not understand the material.
- Identify Participants are starting to get bored
- Convey negative feedback positively
- Discipline participants who joke a lot
- Setting boundaries
- finished on time





Thank you

