

Today's Discussion

- Before You Speak
- Developing a Message
- Introductions/Conclusions
- Multimedia Guidelines
- Rehearsal, Delivery, Q&A



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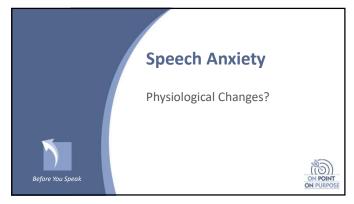


Before You Speak

- Speech Anxiety
- Questions to Ask

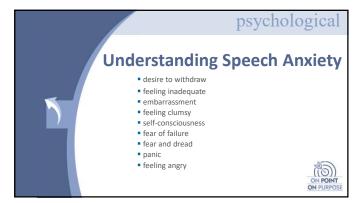


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physiological Understanding Speech Anxiety "weak knees" stomach butterflies/nausea sweaty palms shortness of breath accelerated heartbeat parched mouth headache trembling hands/legs



Understanding Speech Anxiety remember

• You are going to feel more nervous than you look
• Almost every speaker experiences some degree of nervousness
• Anxiety can be useful

What do you do when you get nervous about a presentation?

How do you manage the anxiety?



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Managing Speech Anxiety

- Be prepared
- Recreate/rehearse the speech environment
- Know introduction and conclusion
- Visualize your success
- Act calm to feel calm
- Focus on message rather than your fear
- Seek out speaking opportunities



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What to Ask Before you Speak

Questions about the event

- What is the purpose of the meeting?
- Is this a regularly scheduled meeting or special event?
- Is it a formal or informal event?
- What's the atmosphere? (Serious or light?)
- Is the talk the main attraction?



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What to Ask Before you Speak

Questions about the general audience

- What's the size of the audience?
- Is the audience required to attend?
- How much do they know about the topic?
- Will they be in a rush to leave?
- Will they be walking in and out?





What to Ask Before you Speak

Questions about the specific audience

- How sophisticated are they about your topic?Will any experts be in the audience?
- Have they heard your topic recently?

- Have they heard your topic recently?
 Why are they interested in your topic?
 Will they understand the jargon related to your topic?
 Do they know the basic concepts of your topic?
 How did they get the information that they already have about your topic?



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Developing a Message

- Creating a Connection
- Organizing the Message
- Supporting the Message
- Using the Web



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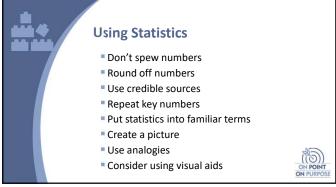
Worth Quoting

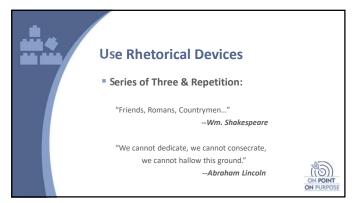
"You do not know what you are saying until you know what you are not saying."

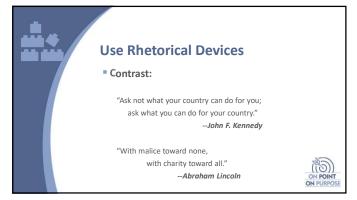


















Worth Quoting

"If you have an important point to make, don't be subtle or clever. Use a pile driver. Hit the point once. Then come back and hit it again. Then hit it a third time a tremendous whack."

Winston Churchill





Functions of the Introduction

- Introduces topic
- Previews body of the speech
- Gains favorable attention
- Provides motivation for listening
- Establishes speaker's credibility



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Methods of Introduction

- IllustrationStartling fact or statistic
- Quotation
- Humor
- Reference recent
 - news event
- Reference the occasion or preceding presentation



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Functions of the Conclusion

- Summarizes main points
- Reemphasizes thesis
- Motivates the audience to respond
- Provides closure



How to Work with Multimedia Presentations



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Using PowerPoint

- Talk about the slides, not TO the slides
- Treat PowerPoint as a complement to your message, rather than the impetus for your presentation

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Basics of Type and Font in PowerPoint

- This is more readable than the line below.
- And this is less readable in great quantity than the line above.

Test Your Instincts with the Following Rules



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Events Preceding UDHR	Rule #1:
World War I League of Nations FDR's "New Deal" and "Four Freedoms" World War II	6X6
Nuremberg and Tokyo Tribunals United Nations	Events Preceding UDHR
	WWI: Trench warfare, poison gas, and new weapons intensify war and increasingly affect civilian populations.
Avoid overcrowding	The League of Halloris is created in response to an emerging informational series of morality, intermediated leaguest of morality intermediated leaguest of morality intermediated leaguest of the Indiana (1933) guarantees social and economic benefits for workers. His Track Freedom's (1943) deepth yeleand on speech and resignics. Wild! Nasis setteminate millions of people (Ind. Juves, gypsies, communists, people with disabilities, showners Witnesses, and confection of the Indiana (Indiana). The Indiana (Indiana) is the Indiana (Indiana) is the Indiana (Indiana) is the Indiana (Indiana). National Indiana (Indiana) is the Indiana (Indiana). The United Robinson is establishment of prospected in the Indiana (Indiana) is the Indiana (Indiana).

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Creation of UDHR

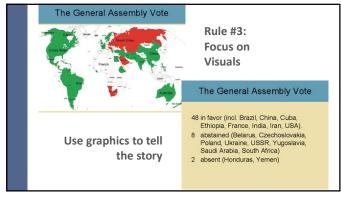
1946: Commission of Human Rights formed
1947: Drafting of declaration begins
1948: Lengthy and often divisive deliberations

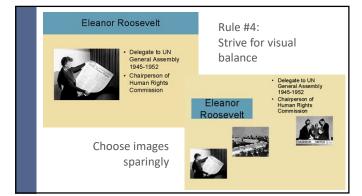
10 December 1948:
UN General Assembly adopts UDHR

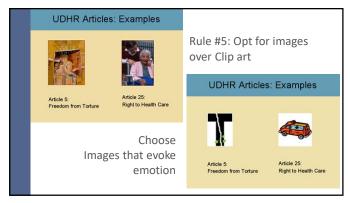
CREATION OF UDHR

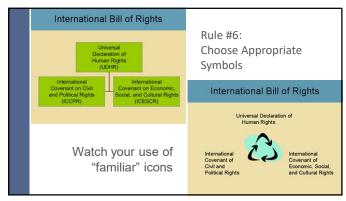
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Avoid
Overdesigning











Effective Delivery



Common Articulation Problems whadayado what do you do wanna want to seeya see you dint did not (didn't) Instead of morning mornin let me lemme wep wept soun sound

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Common Pronunciation Problems

- Reversing speech sounds
- Substituting an <u>i</u> for an <u>e</u> sound
- Allowing an <u>r</u> sound in some words
- Substituting an <u>a</u> sound for <u>i</u> sound
- Substituting an a sound for 1 sound
- Exaggerating the I sound in words
 Leaving out the middle of words
- Accenting the wrong syllable

hundred/hunnert pre/perdicament

thin/then, since/cents

yeller, warsh, tomater

fanger, thank, sank

foo-ahl, schoo-ahl curosity, actchally

PO-lice, SU-preme, DE-troit



