HOW TO SPEAK IN PUBLIC
AND HOW IT WILL TRANSFORM YOUR CAREER

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HOW TO SPEAK IN PUBLIC
AND HOW IT WILL TRANSFORM YOUR CAREER

Structure
Tools
Delivery
Nerves
Questions
STRUCTURE
Why am I talking?!

Know your objective!

Unleash your inner Terminator!
STRUCTURE

Situation: NETWORKING EVENT
Presentation: 30 PEOPLE, 1 AT A TIME
Objective: ????????
Situation: JOB INTERVIEW
Presentation: 5 MINUTES TO 5 PEOPLE
Objective: ????????
STRUCTURE

Situation: UNI PRESENTATION
Presentation: 5 MINUTES TO 5 PEOPLE
Objective: ????????
Why am I talking?!

Know your objective!

Tell the audience what’s coming!

Stick to what you know!

Find a narrative!
Example

How would you structure a talk about space?
TOOLS
What will make it easier for everyone?

Use tools to make it easier for you!

Use tools to make it easier for the audience!
TOOLS

Example

PowerPoint  Video  Props

Cue Cards  Prezie  Guest Speakers

Flip Chart  Demonstrations  Hand Outs

Hand Outs  Activities
What will make it easier for everyone?

Use tools to make it easier for you!

Use tools to make it easier for the audience!

Be creative!

Don’t forget why you’re using them! (Why are you talking?!)

TOOLS
Example

**Pressure** (symbol: \( p \) or \( P \)) is the ratio of **force** to the **area** over which that force is distributed.

Pressure is force per unit area applied in a direction **perpendicular** to the surface of an object.
Example

\[ \text{Pressure} = \frac{\text{Force}}{\text{Area}} \]
Example

What tools would you use for a talk about space?
DELIVERY
Do I care about what I’m saying?

If you care, they will remember!
Do I care about what I’m saying?

If you care, they will remember!

Talk at the right speed!
Example

Ladies and Gentlemen of the class of ’99 . . . Wear sunscreen. If I could offer you only one tip for the future, sunscreen would be it. The long term benefits of sunscreen have been proved by scientists whereas the rest of my advice has no basis more reliable than my own meandering experience...I will dispense this advice now.
Example
DELIVERY

Do I care about what I’m saying?

If you care, they will remember!

Talk at the right speed!

Use the right language!
Example

Explain your course, in 30 seconds to:

a) A 5 year old
b) A fellow student
c) A grandparent
Do I care about what I’m saying?

If you care, they will remember!

Talk at the right speed!

Use the right language!

Get the tone right!
DELIVERY

Example
DELIVERY

Do I care about what I’m saying?

Talk at the right speed!

Use the right language!

Get the tone right!

Speak with your body too!
NERVES
NERVES

How can I stay in control?

Be prepared!
NERVES

How can I stay in control?

Be prepared!

“Victorious warriors win first and then go to war, while defeated warriors go to war first and then seek to win”

“Know your enemy, know yourself, and victory is never in doubt.”

Sun Tzu ‘The Art of War’
How can I stay in control?

Be prepared!

Practice!

Burn off energy!

Be natural!
QUESTIONS
QUESTIONS

What does the person asking want?

Listen!

Give simple, clear answers!

Don’t be afraid of ‘I don’t know’!

Flatter your audience!
Things to Remember

Why am I talking?

What will make it easier for everyone?

Do I care about what I’m saying?

How can I stay in control?

What does the person asking want?
THANK YOU!

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