Public Speaking and Effective Communication

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What to do?

• Prepare, prepare, prepare
• Extemporaneous conversation
• Rethink your nerves
Key Components of Public Speaking

1) Speaker
2) Listeners or audience
3) Situation
4) Message
5) Delivery
Know your audience.

• Who they are
• What they expect to learn
• How they connect with the topic
Provide a clear message.

• Based upon audience need and interest.
• For the setting
• Organize for logic and meaning
• Use relevant language.
• Connecting with key points.
Deliver an extemporaneous conversation.

Extemporaneous: prepared but not perfect

A structured convo:
- Tailored message
- Adapt to listener
- Formal language
- Delivery

PRACTICE!!!
Overcoming anxiety, nerves, butterflies, or whatever you call it.
You’re #1!
Rethinking your nerves.

• Positive nervousness
  • “stage excitement” ➔ “stage enthusiasm”

• Visualization
  • setting
  • speech
  • your success

*Back to our example...*
BASIC STEPS TO TAKE

- Prepare
- Deliver
- Think positively
- Visualize