Workshop 3

Section Objectives

After studying this section, you will…

- Teach students how to prepare themselves for a presentation before an audience.
- Learn how to conduct the Public Speaking Etiquette Workshop.
- Learn to organize a speech.
- Learn common mistakes made during public speaking.
- Learn tips to presenting a speech.

Key Etiquette Terms

Introduction, Body, Conclusion, Connectors, Pace, Voice Inflection

Summary

The Public Speaking Etiquette Workshop is designed to teach students to present themselves before an audience. The session will be spent allowing students time to practice their presentations and learn all the do’s and don’ts to public speaking.

Preparations

- Review session.
- Arrange chairs in theatre style seating and decorate meeting room accordingly.
- Copy all handouts and prepare the flip chart or Power Point in advance.

Materials

- Copies of all handouts if applicable
- Flip chart/ Power Point
- Black markers
- Door prizes
- Timer

Time

- 2 ½ to 4 Hours
Introduction
Public speaking is a part of life. You can try and run and hide, but sooner or later your boss, teacher or church will force you to have to speak in front of others. This session empowers students with the tools they will need to conduct an effective public speech.

Do’s and Don’ts will be discussed and tools that will help them calm their nerves, and mistakes to watch out for will also be covered.

Session Breakdown
Online Training:
Log on to www.toastmasters.com.

Online Reading:
In addition to reviewing the Toastmasters website, log on to http://www.speaking-tips.com/ for general public speaking guidance.

Power Point
Download the Public Speaking presentation. The Power Point can be used instead of a flip chart if technology is available.

Meeting Layout
The room will be set up in theatre style seating. You should also have a podium to demonstrate the difference in having a barrier from the audience and speaking without a podium.

Decorations
No decorations are needed. Hang speaking tips and signs around the room if it’s possible.
Instructor Preparation

To prepare, take time to review the session thoroughly. Walk through the entire workshop to get comfortable with your presentation. Save time for questions and demonstrations.

The following Workshop Agenda is the amount of time you will generally spend on each Workshop Topic. Leave time for breaks, questions and door prizes (if applicable).

### Topic Breakdown: Sample Workshop Agenda

I. **Opening/Introduction – 5 Minutes**
   Contact person will welcome students and introduce you. She/he may briefly describe the workshop.

II. **Public Speaking Workshop Introduction – 10 Minutes**
    Briefly explain the importance of public speaking, and its’ significance to urban youth.

III. **Keys to Effective Communication – 20 Minutes**
     Review the keys to effective communication.

IV. **Organizing Your Speech – 30 Minutes**
    Review steps to preparing to speak.

V. **The Finishing Touches – 30 Minutes**
   Review appearance during a speech.

VI. **Student Demonstration – 20 Minutes**
    Give all students an opportunity to demonstrate.

VII. **Closing – 15 Minutes**
    Administer evaluation and answer any questions students may have.
After setting up the room or during your set up, review the planned schedule of activities with your contact person. This is your time to ask for water, and other technical needs if applicable.

As students enter the room, welcome them warmly. After all the students are seated, the contact person will welcome students and explain to them what they will be doing during the workshop.

He/She will likely leave the detailed explanation to you; however, make sure you have provided a biography before the class.

Ask students by a show of hands how many of them have ever had to speak in public. Many of them will say they have spoken at church or at school. After they share, explain to students that speaking is an extremely important part of their lives.

It is necessary whether they work for someone else, or even if they are their own boss, there will come a time when everyone has to stand in front of an audience.

Explain today they will learn how to speak in front of an audience, and they will present a two minute speech at the end of class.

Begin by telling students if someone asks them to speak, there are a few things they must know first.

Turn to the first power point, or write on the flip chart to demonstrate what they will have to know.

**Power Point #1: Organizing Your Speech**
- Topic
- Place
- Audience Size
- Audience Age
- Purpose for the entire event

After explaining the logistics, explain they will then begin to research their topic.

**NOTE:** A good public speaker does their research and combines both funny with serious information with a point of view.
Instructor

Reasearching a topic is simple in today’s computer world. Students can go online to find the information they will need to compile a good speech.

Explain to students they only need to ask a few questions which include: who, what, when and where. After clearly understanding your topic, you can then begin to establish your direction for your presentation.

After discussing the research and logistics of speaking, turn students attention to the Speaking Tips.

**Organizing Your Speech**

**Speech Outline – Power Point #3**

- **Introduction** - what, when
- **Body** – how, where, results
- **Conclusion** – future progress

Instructor

After sharing the speech outline explain to the students that they can continue expounding on the outline of the speech by interjecting their own personality, humor and stories. Turn their attention to Power Point #4 – Speaking Tips.

**Speaking Tips - Power Point #4**

- Tell a story
- Make eye contact
- Watch the pace of your speech
- Make sure your appearance is neat
- Practice good posture
- Review your information
- Open with an interesting story or example
- Use hands to tell the story
- Watch um’s and smacking your mouth while talking

Instructor

After reviewing speaking tips, begin discussion on nonverbal communication. Explain to students just as important as what they say is what their body is saying.

Demonstrate ways that nonverbal communication can appear different from what is being said, (i.e. say you’re happy, but your arms are crossed).
Explain to students other nonverbal communication include: their posture, their demeanor and overall mood. Ask students to share other ways we communicate nonverbally.

Instructor

After discussion, turn the students attention to the most common mistakes made during public speaking.

Ask students to name some things they don’t like when people are presenting. After they share review the following common mistakes. Be sure to give examples of each.

Urban Tip

Remind students that when speaking before an audience, common words used in the urban community will have to be used with discretion depending on the audience. Today’s society is easily offended, and what you say before an audience can be sometimes misconstrued or misunderstood.

Take note of the audience and stay away from racially or religiously offensive language.

COMMON PUBLIC SPEAKING MISTAKE – Power Point #5 Handout

Pace – Beginning speakers often speak too fast or too slow. Practice getting in front of the mirror and saying your speech at a slow enough pace for every word to be clear but fast enough to move your story along.

Length – Make sure you stay within the time given for your speech. There is nothing worse than someone speaking far too long.

Voice Inflections – Speaking in the same tone throughout an entire speech will bore anyone to tears. Make sure you are using voice inflections and pauses to draw the people into your story. Speaking at a level seven will help your voice project without sounding too low.

Eye Contact – The old saying, find a place on the wall and look at it works when you first begin your speech, but unless you plan on staying in one place during your entire speech, moving around and adjusting your eye contact with your audience will be necessary.

Here is the general rule, don’t look at one person longer than three seconds. Don’t shift your eyes back and forth, it makes you appear untrustworthy.
Move your eyes comfortably around the room, resting on people every now and then or when you are making a point.

**Connectors** – When speaking, your mind may draw a blank or you may lose your place and you use words that can help you continue speaking, like “um,” or “and.” Try to use these sparingly.

**Hands** – Using hand gestures to emphasis a point can be impactful. Just remember not to overuse your hands, or make unnecessary hand movements throughout the speech.

**Walking** – Pacing back and forth on the floor during your speech can be very distracting to your audience. Be sure to move throughout your speech with purpose. In other words, when you are making a point or shifting to another position on your leg it is okay to walk. However, it is not okay to walk back and forth during the entire speech.

**THE FINISHING TOUCHES** – Power Point #6

**Instructor**

After reviewing the common speaking mistakes, explain to students the final details include their appearance. Be sure students understand their appearance establishes their credibility.

**Reminding students of the following:**

- Clothes need to be clean, pressed and tear free.
- Hair and nails should be well groomed.
- Shoes clean with no scuffs.

**Activity**

After appearance discussion, explain to students they will have 15 minutes to prepare a 2 minute speech. Divide the class up equally and have them practice a specific point of view.

*The Importance of Public Speaking.*

**Group 1: Informative**

**Group 2: Persuasive**

Take a break and give the students about 15 minutes to come up with their two minute speech. Walk around and help students. After they have practiced, give them 2 minutes to present their speech.

After their speeches, give them any guidance they may need. Close by thanking the students for their time and turn the meeting back over to your contact.
Public Speaking Wrap Up
Quick Class Reference

Session Focus
- Public Speaking Preparation
- Public Speaking Tips
- Public Speaking Demonstration

Public Speaking Preparation
- Finding out about your speech
- Researching Your Speech
- Organizing Your Speech

Public Speaking Tips
- Speaking Tips
- Common Public Speaking Mistakes
- Finishing Touches

Public Speaking Demonstration
Public Speaking Power Points

Power Point #1

- Topic
- Place
- Audience Size
- Age
- Purpose of Event

Power Point #2

Research Your Topic

Answer
Who, What, When, Where

Power Point #3

Organizing Your Speech

- Introduction (What, when, impact)
- Body (Who, how, when, where)
- Conclusion (Call to Action)

Power Point #4

Speaking Tips

- Use hands to tell the story only when necessary
- Make eye contact
- Watch the ace of your speech
- Make sure your appearance is neat
- Practice good posture
- Review your information
- Open with an interesting story or example

Power Point #5

Common Public Speaking Mistakes

- Pace
- Length
- Voice Inflection
- Eye Contact
- Hands
- Walking

Power Point #6

Finishing Touches

Appearance

- Clothes need to be clean, pressed and tear free.
- Hair and nails should be well-groomed.
- Shoes clean with no scuffs.
Session Self-Assessment Questions

1. Define the session’s key terms:

   Introduction:

   Body:

   Conclusion:

2. Describe some common speaking mistakes.

3. Name the steps you take to prepare for speaking in public.

4. Make a list of speaking tips.
5. How do you organize a speech?


Critical Thinking Questions

After studying Public Speaking Workshop, answer the following questions.

1. Discuss the importance of learning how to speak publicly.

2. Discuss your Speaking Etiquette Workshop emphasis and why you feel this approach is most effective.

3. What are some of the Public Speaking mistakes you plan on emphasizing?
Public Speaking Tips

- Tell a story
- Make eye contact
- Watch the ace of your speech
- Make sure your appearance is neat
- Practice good posture
- Review your information
- Open with an interesting story or example
- Use hands to tell the story