

# NOW PRESENTING...

BASICS SKILLS NEEDED  
FOR PUBLIC SPEAKING

**Public Speaking:** The process of speaking to a few or many people with the purpose of informing, motivating, persuading, educating or entertaining the listeners.

## THE 5 ELEMENTS OF PUBLIC SPEAKING:

*WHO* is Saying *WHAT* to *WHOM* using what *MEDIUM* with what *EFFECTS*?

### The Three V's of Public Speaking:

Verbalization is the choice of words you use to speak to the audience. It is what you say.

Vocalization is how you deliver the words using various pace, pitch, power, pausing, modulations, and other vocal speaker skills.

Visualization is how the audience sees you. This involves how you dress and how you carry yourself in front of the audience.

<http://www.speechmastery.com/definition-of-public-speaking.html>

### 10 Pro Tips for Public Speaking

1. Nervousness is normal: practice and prepare
2. Know your audience: your speech is about them, not you
3. Organize your material in the most effective manner to attain your purpose
4. Watch for feedback and adapt to it
5. Let your personality come through
6. Don't read unless you have to
7. Work from an outline
8. Use your voice and hands effectively: omit nervous gestures
9. Grab attention at the beginning and close with a dynamic end
10. Use audiovisual aids wisely

<https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills>

## THE FINAL ENCORE OF DO'S & DON'TS

### Do's:

- . Rehearse often
- . Be confident
- . Walk as you talk
- . Start with humor
- . Recognize certain attendees by name
- . Dress for the event
- . Prepare handouts
- . Pace yourself

### Don'ts:

- . Avoid pause words
- . Hand out the presentation in advance
- . Read your slides or script
- . Go over time
- . Clutter up the area
- . Plan body language

# NOW PRESENTING...

BASICS SKILLS NEEDED  
FOR PUBLIC SPEAKING

**Public Speaking:** The process of speaking to a few or many people with the purpose of informing, motivating, persuading, educating or entertaining the listeners.

## THE 5 ELEMENTS OF PUBLIC SPEAKING:

*WHO* is Saying *WHAT* to *WHOM* using what *MEDIUM* with what *EFFECTS*?

### The Three V's of Public Speaking:

Verbalization is the choice of words you use to speak to the audience. It is what you say.

Vocalization is how you deliver the words using various pace, pitch, power, pausing, modulations, and other vocal speaker skills.

Visualization is how the audience sees you. This involves how you dress and how you carry yourself in front of the audience.

<http://www.speechmastery.com/definition-of-public-speaking.html>

### 10 Pro Tips for Public Speaking

1. Nervousness is normal: practice and prepare
2. Know your audience: your speech is about them, not you
3. Organize your material in the most effective manner to attain your purpose
4. Watch for feedback and adapt to it
5. Let your personality come through
6. Don't read unless you have to
7. Work from an outline
8. Use your voice and hands effectively: omit nervous gestures
9. Grab attention at the beginning and close with a dynamic end
10. Use audiovisual aids wisely

<https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills>

## THE FINAL ENCORE OF DO'S & DON'TS

### Do's:

- . Rehearse often
- . Be confident
- . Walk as you talk
- . Start with humor
- . Recognize certain attendees by name
- . Dress for the event
- . Prepare handouts
- . Pace yourself

### Don'ts:

- . Avoid pause words
- . Hand out the presentation in advance
- . Read your slides or script
- . Go over time
- . Clutter up the area
- . Plan body language

# THE POWER OF POWERPOINT

The number one cause of 'Death by PowerPoint' is trying to kill two birds with one stone by producing a presentation that is also being used as a leave-behind.

You need two distinct, different documents:

1. Your PowerPoint presentation, which should have as few words as necessary.
2. Your leave-behind, which will have lots of background details, information and data.

## HOW MUCH TEXT PER SLIDE?

Follow the 6 x 6 rule. Use no more than 6 words per line and 6 lines per slide.

## WHAT SIZE TEXT?

Readability is critical. Keep all the font sizes reasonably large, between a 20min -32max point.

## WHICH FONT TO USE?

Don't use lots of different fonts - it looks amateurish. Stick to one ideally, two at the most.

## EMPHASISING WORDS AND PHRASES...

Reserve underlining for hyperlinks and titles only. Use bold or all caps to draw attention.

## TEXT MISTAKES TO AVOID...

No SHOUTING, use Spellcheck, space words attractively. Black text always appears nicely in all lighting.

## ANIMATIONS AND SOUND EFFECTS...

Use transitions, sounds, and animations sparingly, be consistent in style. Your presentation is for adults, not a 4 year old.

## BACKGROUND VERSUS TEXT...

Make sure a vivid contrast exists between the text/background colors and that they are complementary. Light/dark or dark/light are best.

<http://blog.speak-first.com/putting-the-power-back-into-PowerPoint>

**YOUR POWERPOINT SHOULD ENHANCE YOUR PRESENTATION, NOT BE YOUR PRESENTATION.**

CAREER INFOGRAPHICS PROVIDED BY:



In support of:

**YOUTH CAREERCONNECT**  
KEDC Project **ACHIEVE**



# THE POWER OF POWERPOINT

The number one cause of 'Death by PowerPoint' is trying to kill two birds with one stone by producing a presentation that is also being used as a leave-behind.

You need two distinct, different documents:

1. Your PowerPoint presentation, which should have as few words as necessary.
2. Your leave-behind, which will have lots of background details, information and data.

## HOW MUCH TEXT PER SLIDE?

Follow the 6 x 6 rule. Use no more than 6 words per line and 6 lines per slide.

## WHAT SIZE TEXT?

Readability is critical. Keep all the font sizes reasonably large, between a 20min -32max point.

## WHICH FONT TO USE?

Don't use lots of different fonts - it looks amateurish. Stick to one ideally, two at the most.

## EMPHASISING WORDS AND PHRASES...

Reserve underlining for hyperlinks and titles only. Use bold or all caps to draw attention.

## TEXT MISTAKES TO AVOID...

No SHOUTING, use Spellcheck, space words attractively. Black text always appears nicely in all lighting.

## ANIMATIONS AND SOUND EFFECTS...

Use transitions, sounds, and animations sparingly, be consistent in style. Your presentation is for adults, not a 4 year old.

## BACKGROUND VERSUS TEXT...

Make sure a vivid contrast exists between the text/background colors and that they are complementary. Light/dark or dark/light are best.

<http://blog.speak-first.com/putting-the-power-back-into-PowerPoint>

**YOUR POWERPOINT SHOULD ENHANCE YOUR PRESENTATION, NOT BE YOUR PRESENTATION.**

CAREER INFOGRAPHICS PROVIDED BY:



In support of:

**YOUTH CAREERCONNECT**  
KEDC Project **ACHIEVE**

