

# **PUBLIC SPEAKING**

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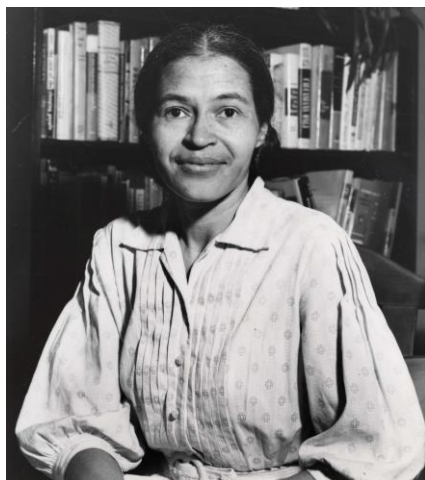
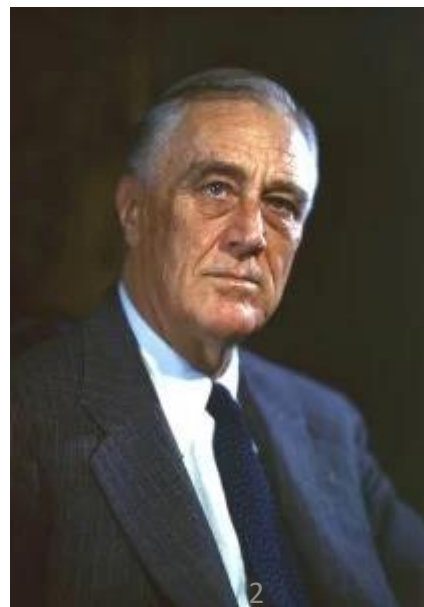
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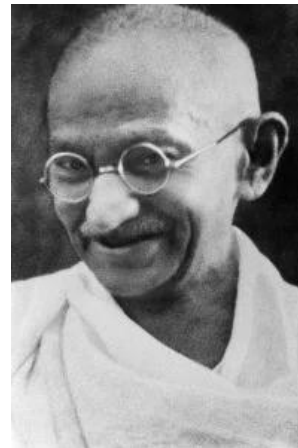
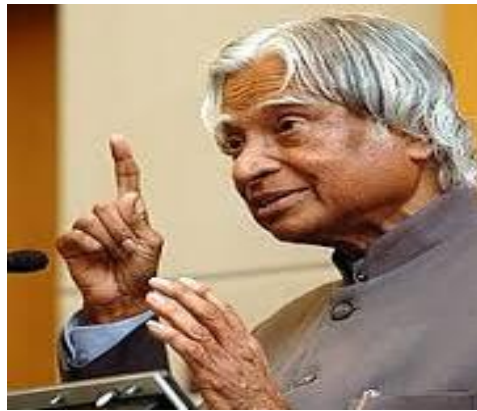
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*Anything Common ?*

# **PUBLIC SPEAKING !**

- Public speaking is the **art** of communicating **effectively** with a small or large audience.
- Process of communicating to a **live audience**.
- **Deliberately structured** to Inform/ Persuade/ Entertain/ Motivate.
- Many people **fear** they suffer from a public speaking weakness.
- **Lack of will** to master the skill, Fear of failure.

# Public speaking ??

- Public speaking is critical because it allows you to **connect** with a group of people and **persuade** them to see things **your way**. It is the highest form of **scaled influence** and has existed as a **change-making phenomenon** in politics, society, and culture for over 2000 years.

## Types of public speaking:

- **Informative Speaking:** Sharing knowledge/facts/data to educate the audience.
- **Persuasive Speaking:** Convincing the audience to adopt a particular point of view or take action.
- **Entertaining Speaking:** Engaging the audience with stories, humor, or narrative.
- **Demonstrative Speaking:** Showing the audience how to do something or explaining a process.
- **Impromptu Speaking:** Speaking spontaneously without prior preparation.
- **Extemporaneous Speaking:** Speaking with some preparation, but still spontaneously.

## Types of public speaking:.....

- **Oratory Speaking:** Formal, expressive speaking, with a focus on rhetoric & style.
- **Debate:** Arguing for or against a topic or resolution.
- **Group Discussion:** Collaborative speaking in a group setting.
- **Presentations:** Formal, structured talks, often with visual aids.
- **Speeches:** Formal, expressive talks, often with a focus on persuasion/inspiration.
- **Lectures:** Informative talks, often in an academic setting.
- **Seminars:** Interactive talks, often with a focus on discussion and Q&A.
- **Workshops:** Hands-on, interactive sessions, often with a focus on skill-building.
- **Toastmasters:** Structured speaking and feedback sessions, in a supportive environment.

***KEY ASPECTS***  
***or***  
***COMPONENTS***



# KEY COMPONENTS OF PUBLIC SPEAKING

**Speaker:** The person delivering the message.

**Message:** The idea, information, or story being communicated.

**Audience:** The group of people receiving the message.

**Purpose:** The reason for the speech, (inform/persuade/entertain...)

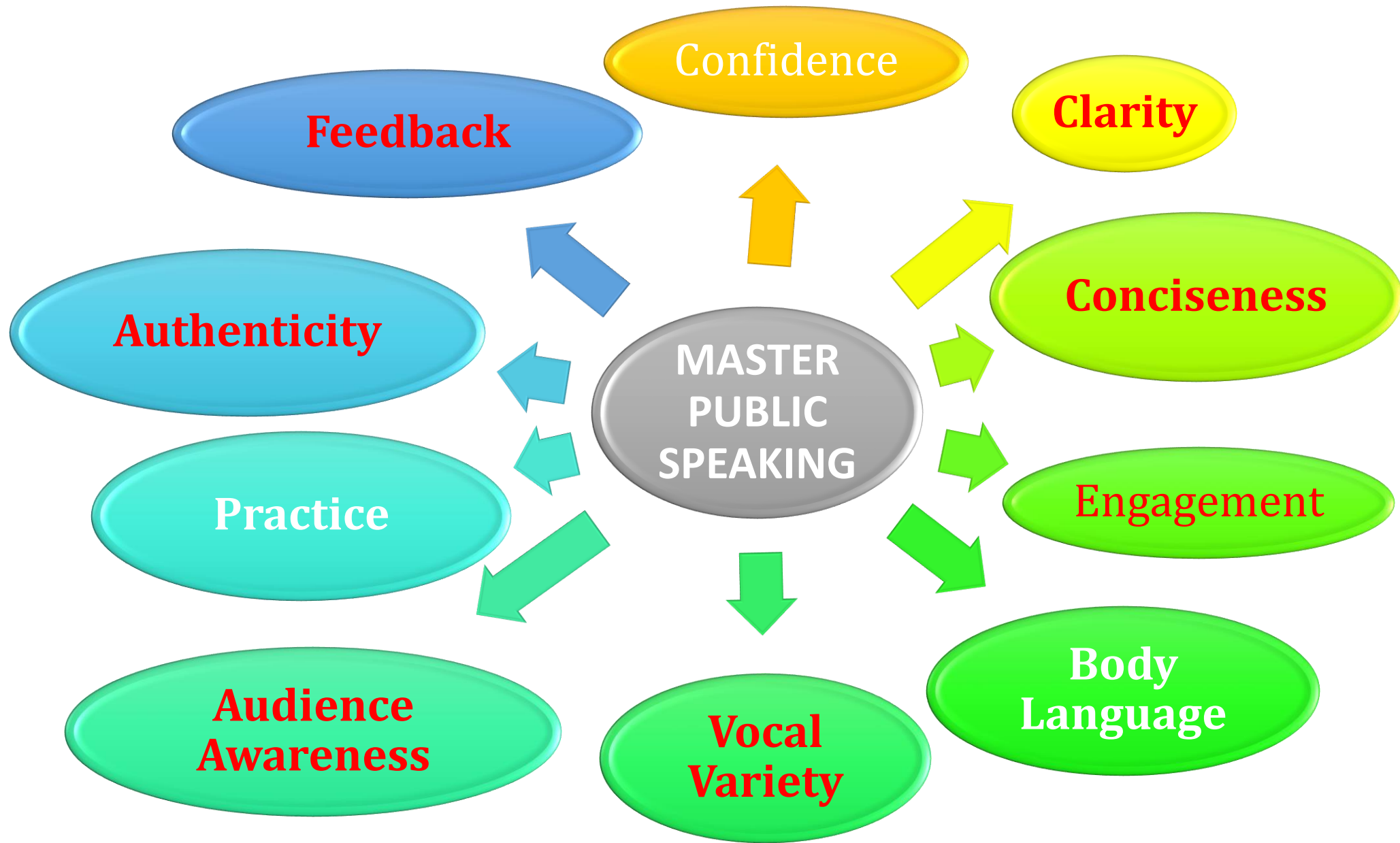
**Organization:** The structure and arrangement of the speech.

**Content:** The information, facts, and supporting materials used.

**Delivery:** The verbal and nonverbal aspects of presenting the speech.

**Visual Aids:** Tools like slides, videos, or props to enhance the message.

**Feedback:** The audience's response and reaction to the speech.



## **KEY ASPECTS TO MASTER:**

- 1. Confidence:** Believe in yourself and your message.
- 2. Clarity:** Organize your thoughts and express them clearly.
- 3. Conciseness:** Keep your message brief and focused.
- 4. Engagement:** Connect with your audience through storytelling, examples, and visual aids.
- 5. Body Language:** Use positive nonverbal cues like eye contact, gestures, and posture.
- 6. Vocal Variety:** Vary your tone, pitch, and volume to add emphasis.
- 7. Audience Awareness:** Understand your audience's needs, interests, and level of understanding.
- 8. Practice:** Rehearse your speech to refine your delivery.
- 9. Authenticity:** Be genuine and passionate about your message.
- 10. Feedback:** Seek constructive feedback to improve.

## *How to start?*

### **KEY POINTS TO FOCUS ON:-**

- ❑ Introduction: Grabbing the audience's attention and setting the tone
- ❑ Body: The main content and supporting points
- ❑ Conclusion: Summarizing and leaving a lasting impression
- ❑ Transitions: Connecting ideas and sections smoothly
- ❑ Language: Using clear, concise, and engaging language
- ❑ Tone: Conveying the appropriate attitude and emotion
- ❑ Pacing: Controlling the speed and rhythm of the speech
- ❑ Volume: Adjusting the loudness and softness for emphasis

## **ADDITIONAL KEY POINTS :-**

- **Use storytelling techniques:** Share personal anecdotes, examples, or metaphors to make your message more relatable and memorable.
- **Use persuasive language:** Incorporate rhetorical devices like repetition, allusions, or emotional appeals to convince and persuade.
- **Make it concise:** Keep your speech focused, avoid unnecessary details, and stay within the allotted time frame.
- **Be authentic and passionate:** Speak from the heart, show genuine enthusiasm, and convey your conviction.
- **Use pauses and silence:** Strategic pauses can add drama, emphasize points, and allow the audience to absorb information.
- **Be mindful of your pace:** Avoid rushing or speaking too slowly, and adjust your pace to suit the audience's needs.
- **Use inclusive language:** Avoid jargon, technical terms, or language that might exclude or alienate certain audience members.



# Importance of Body Language in Public speaking





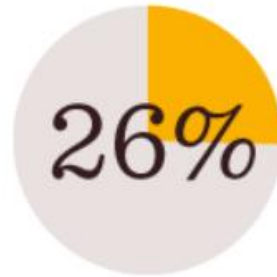
# The power of body language



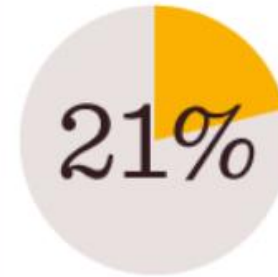
Employer surveys conducted by Career Builder and Adecco suggest that every little thing you're doing with your eyes, hands and body during an interview could be sending out signals about you that you're completely unaware of.



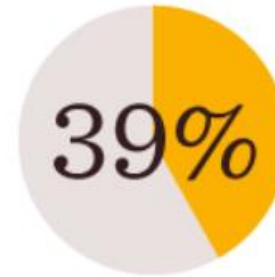
OF HIRING MANAGERS CITE **LACK OF EYE CONTACT** AS THE BIGGEST MISTAKE CANDIDATES MAKE.<sup>1</sup>



OF APPLICANTS IN AN INTERVIEW GET REJECTED BECAUSE THEY **FIDGET TOO MUCH**.<sup>2</sup>



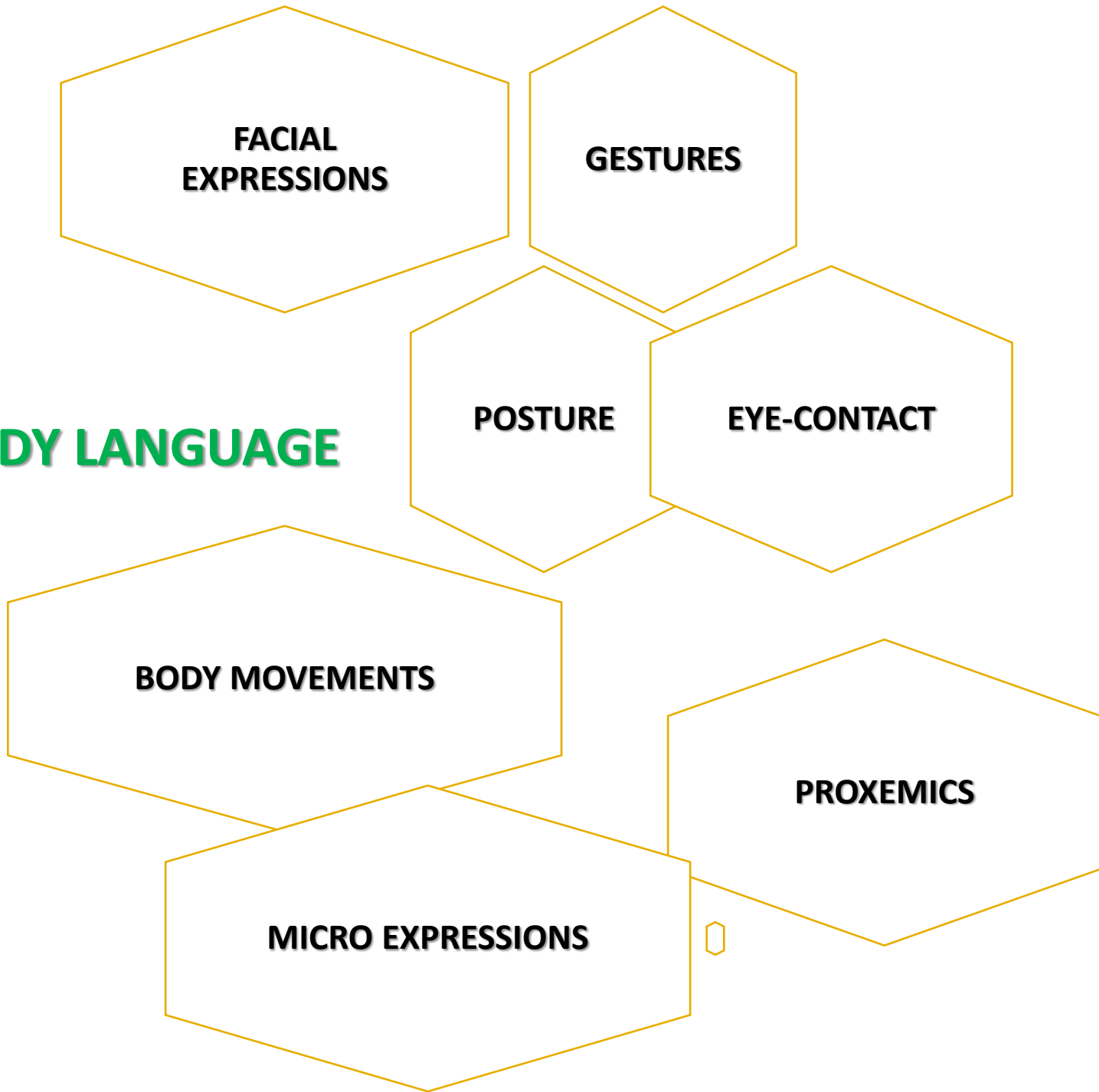
OF INTERVIEWERS WILL REJECT CANDIDATES WHO GIVE A **WEAK HANDSHAKE**.<sup>1</sup>



OF INTERVIEWERS ARE PUT OFF IF A CANDIDATE **FAILS TO SMILE**.<sup>1</sup>



# ELEMENTS OF BODY LANGUAGE



## **BODY LANGUAGE TO BE USED:-**

- **Encourage audience participation:** Ask rhetorical questions, conduct polls, or incorporate interactive elements.
- **Prepare for questions and answers:** Anticipate potential questions, prepare thoughtful responses, and stay calm during the Q&A session
- **Use confident language:** Avoid filler words (like "um" or "ah"), hesitant phrases, or apologetic tone.
- **Show appreciation and gratitude:** Express thanks to the audience, organizers, or colleagues, and acknowledge their support.
- **Be adaptable:** Be prepared to adjust your speech, tone, or pace according to the audience's response or unexpected situations.
- **Use visual aids wisely:** Ensure slides, videos, or props enhance your message, are easy to read, and don't distract from your speech.
- **Follow up with a strong call-to-action:** Clearly outline the next steps, encourage action, or provide a final thought to leave a lasting impression.
- **Remember, the more you practice and focus on these points, the more confident and effective you'll become as a public speaker!**

## Keep your Body Language "Receiver Friendly"

Friendly (+ve)	BODY LANGUAGE	Non Friendly (-ve)
Smiling	FACIAL	Tight Lipped
Relaxed Mouth		Grim Smile
Alert		Raised Eyebrows
Ready to Listen		Jaw Muscles Clenched
Pupils Dilated		EYES
Good Contact	Lack of Contact	
Wide Open	Narrowed	
Straight	HEAD	
Mildly Nodding		Shaking
Open	BODY POSITION	Crossed Arms
Erect		Legs Crossed Away
Leaning Forward		Cold Shoulder
Open Hands	HAND GESTURES	Tapping Fingers
Touching		Closed Hands
Hand to Chest		Finger Wagging



**THERE ARE NO SHORTCUTS**  
**THERE ARE NO DEFINITIVE RULES**  
**OBSERVE**  
**PRACTICE**  
**KEEP LEARNING**

*Thank you*