

PUBLIC SPEAKING SKILL

By

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Introduction

Public speaking is a process, an act and an art of making a speech before an audience.

The process of speaking to a group of people in a structured, deliberate manner intended to inform, influence or entertain the listener's.

Evolution of Public Speaking

- ▣ Development of democracy in Athens gave birth to sophism
- ▣ Sophism lead to logical reasoning that leads to arguments
- ▣ In order to persuade people the art of rhetoric or oratory developed

How to prepare a public speech

Things that precedes writing a speech

- Meditate upon the topic
- Collect get various dimensions of the topic through —
 - ▣ Our own experience
 - ▣ Famous scholars and books
 - ▣ Websites
 - ▣ discussions

Component of public speaking

- ▣ Illustration – Verbal and Non-verbal or visual illustration

Verbal illustration are of three types

- a) Analogies and comparisons
- b) Anecdotes and stories
- c) Similes and word picture
- ▣ Voice modulation
- ▣ The power of pause
- ▣ Visual aids
- ▣ Sense of humour
- ▣ Articulation

Principles of effective Public Speaking

- ▣ Principle of preciseness
- ▣ Principle of Clarity
- ▣ Principle of Completeness
- ▣ Principle of Consciousness
- ▣ Principle of Adaption

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Framing a Speech

- ▣ Introduction – Gain attention in the opening it can be done by
 - ▣ Humor
 - ▣ Quotations
 - ▣ Questions
 - ▣ Songs

BODY

- ▣ Elaborate the subject
- ▣ Division of the Subject
- ▣ Emphasis the changes between the Divisions
- ▣ Put releavent examples

Conclusion

- ▣ Restate the Subject
- ▣ Summarize the Key Points
- ▣ Give a statement of the Conclusion
- ▣ Main Message

THANK YOU