

GIVING A PRESENTATION

By the University Toastmasters Club

Outline

What is public speaking?

Preparation

Delivery

Reflection



What is public speaking?

<u>Definition</u>: Verbal and nonverbal communication toward an intended audience

When we give a presentation, we are all public speakers!



Preparation

Writing & practicing

Language Matters

Who is your audience?

Engage with each new audience differently Kids vs. Astrophysicists

What is your message?

What is the goal of the communication?

Is the knowledge you're transferring well organized?

What words are you using?

Learn your material (but not too well)





Preparing for Q&A

Make a list of potential questions

"I'm not sure, but..."

Know where to direct question you don't have the answer to

Be Calm

Pause if you have to gather your thoughts

Always be positive

Believe that you can find the answer, even if you don't know it yet



Showtime!

Mechanics for speech delivery

Personality

Confidence is **Key**

Set expectations ahead of time

Know your material, and don't let others interrupt

Portray through your body language/stage use

Be decisive, in control and energetic!

Authenticity matters

Embrace your own communication style and own it



What is Your Body Saying?

Body/feet/posture

Face/eye contact

Voice: pitch/tone/quality/pace

Pro tip: watch the audience's body language





After speaking



Success or Failure

Get advice from your peers

Get specific

Focus on results/the big picture

Keep trying



Final Thoughts

Be Prepared

Be Enthusiastic

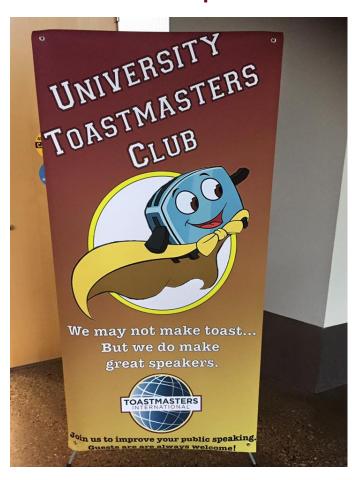
Be Confident

Have Fun!



About Toastmasters

For further practice or information:



University Toastmasters Club Meets: EVERY Wednesday night

6:00 – 7:30pm TBW 2 (Tory Breezeway)

Runs all year long!

Questions?