



Unit: Speaking
Skill 19: Presenting To A Group
Activity A: Public Speaking

Worksheet

Public Speaking Handout

Physical Considerations:

- You and your clothing should be clean, neat and professional.
- Stand tall, shoulders down and back (not hunched), with a confident but friendly posture.
- Make eye contact with members of the audience.
- Lean forward slightly and flex your knees so you can bounce lightly on the balls of your feet – but keep your feet planted and don't shuffle or shift your weight back and forth.
- Smile – a little bigger and more often than you might when not giving a speech.

Speaking Considerations:

- Include strong, clear language to make your point.
- Use stories instead of statistics so people can relate.
- Vary your tone and speed.
- Use correct grammar.
- Don't use overly complicated words or language.
- Don't use vocal fillers like "um" – it's perfectly ok to just have a little silence.
- Reinforce points by repeating them, but in a slightly different way.

Preparation Considerations:

- Know your audience.
- Use an introduction, body and conclusion to organize your material.
- The intro should get the audience's attention, and orient them to your topic.
- The conclusion should briefly restate the topic, and motivate the audience to act.
- Make sure you know the space and room arrangement whenever possible, especially if using a microphone or any AV equipment.
- There's no substitute for preparation and practice!