

Developing Your Presentation and Public Speaking Skills (pt2)

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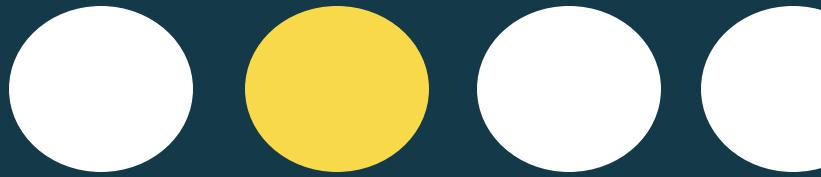


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Key Points Summary

Structuring Your Presentation

- The 3-Step Structure:
 1. Tell them what you're going to tell them (Opening): Introduce your main points.
 2. Tell them (Main Body): Deliver your content clearly and effectively.
 3. Tell them what you've told them (Summary and Close): Reinforce your key points and conclude powerfully.
- Audience Perspective:
 1. Put yourself in the audience's shoes.
 2. Keep your message simple, clear, and concise.
 3. Deliver in a relaxed and entertaining manner.
 4. Less is more: focus on impactful content.

Delivery Techniques

- Body Language:
 - Actor's Glide: Use fluid movements to keep your head facing forward for clear voice projection and consistent eye contact.
 - Eye Contact: Connect with audience members to gauge interest and build rapport.
 - Exaggerated Gestures: Use animated gestures to add energy and clarity to your message.
- Pausing:
 - Use pauses for emphasis and to allow the audience to reflect on key points.
 - Pauses can control audience focus and attention.
- Voice Modulation:
 - Vary tone, pitch, and intonation to avoid monotony and enhance engagement.
 - Experiment with delivery styles to find what feels natural and impactful.

Exercises

Exercise 1: Structuring Your Presentation

Using the 3-Step Structure, outline a short 5-minute presentation on a topic of your choice.

1. Opening: Write a brief introduction to your topic.

2. Main Body: List 2-3 key points to discuss.

3. Summary: Conclude with a strong closing statement.

Exercise 2: Practice the Actor's Glide

- Stand in front of a mirror or record yourself.
- Practice moving forward and backward fluidly while keeping your head facing forward.
- Focus on maintaining consistent eye contact as you “scan” the room.
- Reflect: How does this enhance your delivery?

My reflections:

Exercise 3: Using Gestures

- Select a key point from your presentation outline.
- Practice delivering it with exaggerated hand and arm gestures.
- Record yourself and note how gestures enhance clarity and energy.

What did i learn from this?

Exercise 4: Mastering the Pause

- Write a sentence that conveys an important point.

- Practice delivering it and pause for 3-5 seconds afterward.
- Reflect: How does the pause change the impact of your statement?

Exercise 5: Voice Modulation

- Choose a paragraph to read aloud.
- Practice varying your tone, pitch, and pace to make it engaging.
- Record and review your delivery. Note any areas where variety could improve.

What did i learn?

Activities for Consolidation

Activity 1: Live Practice

- Deliver a short presentation to a small group.
- Apply the techniques learned: 3-step structure, actor's glide, gestures, pauses, and voice modulation.
- Request feedback on your delivery and note areas for improvement.

What feedback did you receive?

Activity 2: Observation

- Watch a professional speaker or presenter online.
- Identify how they:
 - Structure their presentation.
 - Use body language and gestures.
 - Pause for emphasis.
 - Modulate their voice.
- Reflect: What can you learn and apply from their techniques?

What did you learn from your observations on the Professional Presenter?

Activity 3: Create a Checklist

- Develop a checklist for preparing and delivering presentations:
 - Have you structured your presentation using the 3-step method?
 - Are your gestures and body movements supporting your message?
 - Are you pausing effectively to emphasize key points?
 - Is your voice varied and engaging?
 - Have you practiced and reviewed your delivery?

Additional Notes and Reflections

Use this section to jot down any additional tips, reflections, or personal experiences that resonate with you during your learning journey.

My Notes and Reflections

Summary

Becoming a confident and impactful presenter takes practice and persistence. Use the tools and techniques in this workbook, and watch your skills grow with each opportunity to present!

Good luck on your journey to mastering public speaking!

“Great presentations aren’t just about what you say, but how you say it. Master the art of structure and delivery, and you’ll captivate any audience.”