

Power Speaking: Essential Techniques and Tips for Effective Public Speaking

DESCRIPTION

Are you afraid of speaking in public? Do you get nervous in front of crowds? Maybe you wish you could have handled your last presentation a little more professionally? This two-hour seminar equips participants with essential skills to immediately improve confidence and presentation style, as well as introducing techniques for writing speeches, using technology and improvising on the spot. Expect an instructive and engaging workshop, as well as a chance to practice your new skills. Learn to communicate naturally, effectively and persuasively, at work or otherwise.

OBJECTIVES

- 1) Be equipped to overcome the fear of public speaking
- 2) Learn basic speaking techniques for immediate improvement in presentation and delivery
- 3) Understand fundamental approaches to speech writing and preparation

TOPICS / OUTLINE

- The fear of speaking / getting comfortable
- Preparation, drafting and rehearsal
- Context and audience: tone, language, content
- Body language: posture and eye-contact, using notes, movement and gestures
- Small group activity: walking game
- Dressing for the occasion
- Voice control: pace, pronunciation and articulation, projection and volume, pitch, emphasis
- Large group activity: using your diaphragm
- Planning impromptu speeches: 3 point structure, intro, conclusion, transitions
- Pair work—sales pitch: Explain, define (and sell) an object in your bag to a:
 - 1) specialist/designer/engineer,
 - 2) aliens who have never seen it before,
 - 3) a potential customer without technical knowledge or
 - 4) a 10-year-old
- Handling the Q&A session
- Technology and audiovisuals (PowerPoint and mics)
- Small group discussion: compile questions for trainer
- Large group discussion: Q&A and final advice

ABOUT OUR TRAINER



Ms Kristina Marie Tom is a lecturer at the Language & Communication Centre at Nanyang Technological University (NTU), where she teaches undergraduate writing and communication skills. A former journalist with The Straits Times and published poet, Kristina has always had a passion for the written language.

Kristina holds an MA (2004) and BA (2003) in English from Stanford University, at which she also trained and worked as an oral communication tutor. Since then, she has conducted individual and group workshops on public speaking, both in Singapore and abroad. An American based in Singapore for the past seven years, Kristina also works as a freelance writer, editor, trainer and occasional host/emcee.