

Commken Public Speaking and Presentation Skills Course

Course Outline

- I. Characteristics of a good speaker
- II. Stage fright
 - Putting it to practice. Each participant will have to give an initial public speech to the class, to face the fear and detect aspects for improvement (video recording and personalised feedback)
- III. Presentation timing and rehearsals
- IV. Types of Speeches
- V. Four types of Speech Delivery
- VI. Characteristics and structure of good speeches. Use of correct and precise words in order to communicate clearly
 - Putting it to practice. Elaboration and presentation of a speech following a structure that is clear and a logical organization of ideas
- VII. The importance of non-verbal and paralinguistic communication
 - Putting it to practice. Elaboration of a speech and paying attention to gestures and body movements, different ways of using body language and voice (tone, speed, volume)
- VIII. Communication objectives: to convince, persuade, seduce and enthuse. Inter- action with the audience, importance of empathy
 - Putting it to practice. Preparation of a sincere, persuasive speech that appeals to the interest of the public and awakens an emotional commitment towards the cause
- IX. Resources for achieving communication objectives
 - Putting it to practice. Using presentations, objects, posters, and more
- X. Improvised speeches. Can we give a speech without having prepared it? Learn tips for giving a speech without prior preparation
 - Putting it to practice. Presentation of an improvised speech and applying tips for communicating an effective message
- XI. Personal evaluation of each one's progress
- XII. Final advice for being an excellent communicator.