Delivering Confidently

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Workshop 1: Preparing a Successful Presentation

1. Identify the topic and objectives
2. Analyse the audience and occasion
   i. Identify audience motivation
   ii. Understand the occasion
Workshop 1: Preparing a Successful Presentation

1. Identify the topic and objectives
2. Analyse the audience and occasion
3. Gather information and organize the points
4. Make the points memorable
Workshop 2: Keeping Your Audience with You

1. Start well
2. Phrase your ideas for your audience
3. Link your points memorably
4. End strong
How is meaning conveyed?

JS Philpott, 1983
Workshop 3: Delivering Confidently

1. Vocal Quality
2. Visual Impact
3. Valuable Tips
Vocal Quality

Vocal Elements

1. Volume
   - Projected
   - Consistent

2. Rate
   - Steady
   - Adjusted to situation
   - Pause
Vocal Quality

Vocal Elements

3. Pitch
   - Lower range
   - Variety
4. Pronunciation
5. Emphasis
6. Tone groups
Overheard in Singapore…

“There’s never been a more exciting time to live.”

“In the first quarter of two thousand and three…”

“I would like to thank my parents.”
Consonant confusion

- /ð/ and /d/ - that → /dat/
- /θ/ and /s/ - thanks → /sanks/
- /θ/ and /t/ - with → /wit/
- /n/ and /ŋ/ - sin → /sing/
Omission of consonant sounds

- final -ed  The boss sack him.
- final -t   How fass can you run?
- final -s   Three year ago...
- final -n   I want the brow one.
- final -l   This group of peepuh... (people)
Vowel Quality

Pronunciation Needs

Vowels

- Long and short vowels
  - /iː/ and /ɪ/ - leave vs. live
  - /aː/ and /ʌ/ - harm vs. hum
  - /uː/ and /ʊ/ - pool vs. pull; food vs. foot
Vocal Quality

Vocal Elements

1. Volume
2. Rate
3. Pitch
4. Pronunciation
5. Emphasis
Vocal Quality

Emphasis

- Syllabic stress
  - English is stress timed
  - “Significant contributions to Society”

- Word stress
  - “Signi-fi-cant con-tri-bu-tions to So-ci-e-ty”

- Linking
  - “Signi-fi-cant con-tri-bu-tions to So-ci-e-ty”

- Pausing
Vocal Quality - Emphasis

Syllabic Stress

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.
Vocal Quality - Emphasis

Syllabic Stress

“Missouri” – “misery”

St Louis, Missouri
Vocal Quality - Emphasis

Syllabic Stress

Pronunciation and syllabic stress

- epitome
- pronounce
- photograph
- history
- economy

- nuclear
- pronunciation
- photographer
- historical
- economic
Vocal Quality - Emphasis

Word Stress and Meaning

The *photographer* took my picture.

The photographer *took* my picture.

The photographer took *my* picture.
Vocal Quality - Emphasis

Word Stress and Contrast

- Outlining:
  - In the **first** part of my speech…
  - Then in the **second** part…

- Comparing:
  - My **advisor** gave me **three** articles to read, but my **father** gave me **ten**.

- Counterpoint:
  - Ask not what your country can do for you, but what you can do for your country.
Vocal Quality - Emphasis

Linking

- I eat an apple every afternoon.
- I yea ta nappl levery yafternoon.
Vocal Quality - Emphasis

Pausing

- What do we mean by the word “leadership”?

- I have nothing to offer but blood, tears, toil, and sweat.
Vocal Quality

Vocal Elements

1. Volume
2. Rate
3. Pitch
4. Pronunciation
5. Emphasis
6. Tone Groups
This ceremony marks the end of a long academic journey. A journey that we started three or four years ago. A journey that has taken us through a high-quality education. A journey with joys and sorrows, tears and laughter, hard work and life-long friends. A journey that has brought us here today.
Vocal Quality

Tone Groups

This ceremony marks the end of a long academic journey. A journey that we started three or four years ago. A journey that has taken us through a high-quality education.
Vocal Quality

Tone Groups

- Contain meaningful groups of words
- Often follow grammatical elements
- Involve control of pitch, linking, pauses
- Are not related to speed
You ask what is our aim I can answer in one word victory victory at all costs victory in spite of all terror victory however long and hard the road may be for without victory there is no survival.
You ask, “What is our aim?”
I can answer in one word: victory.
Victory at all costs;
victory in spite of all terror;
victory, however long and hard the road may be.
For without victory, there is no survival.
It is my great honour to be the valedictorian speaker this afternoon. Similar to all the graduating students, I am very happy, as we have reached yet another milestone in our lives, that is, successful completion of our degrees. At this cheerful occasion, I wish to share three of my main observations with you all today.
It is my great honour to be the valedictorian speaker this afternoon. Similar to all the graduating students, I am very happy, as we have reached yet another milestone in our lives, that is, successful completion of our degrees. At this cheerful occasion, I wish to share three of my main observations with you all today.
It is my great honour
to be a valedictorian speaker
this afternoon.
Similar to all the graduating students,
I am very happy,
as we have reached
yet another milestone
in our lives,
that is,
successful completion of our degrees.
At this cheerful occasion,
I wish to share
three of my main observations
together in appreciations
with you all today.
Vocal Quality for Public Speaking

- Speak in a well projected voice
- Pace yourself for size of the room
- Aim for a low pitch, sufficient variation and round tone
- Check pronunciation of key words
- Choose key words to emphasize
- Strive for long, melodious tone groups
- Practice
Workshop 3: Delivering Confidently

1. Vocal Quality
2. Visual Impact
“At Israeli-Palestinian summit, body language sends as strong a message as words”

By Ian Deitch
ASSOCIATED PRESS
3:31 p.m., July 1, 2003
San Diego Union-Tribune
Declaration of Principles
Washington, 13 September 1993
Visual Impact

Visual elements

- Posture
- Eye contact
- Facial expression
- Gestures
Visual Impact

Posture

- Straight and open
- Weight distribution
- Body movement
- Head movement
Visual Impact

Eye contact

- Rapport building tool
- Directional rules:
  - Scan the entire audience
  - Don’t stare
  - Don’t ignore
- Practice when to look up
Visual Impact

Facial expression

- Smile at beginning and end
- Change expression to match what you are saying
- Avoid
  - Showing you made a mistake
  - Expressing worry or frustration
Visual Impact

Gestures

Accompany verbal messages

- Emphasize a word or phrase
- Point to person/s or object/s
- Draw the direction or path of thought
- Sketch a picture of the referent
Visual Impact

Gestures to avoid

- Scratching one’s head
- Rubbing one’s nose
- Folding your arms
- Moving hair out of one’s eyes
- Adjusting glasses
- Hands in pockets
Visual Impact

Visual Summary

- Posture, Eyes, Face, Arms
- Build rapport
- Show your confidence
  - Competence
  - Sincerity
  - Dynamism
  - Credibility
Visual Impact

Recommendations

- **At the beginning**
  - Stand upright, feet 30 cm apart
  - Smile and make audience eye contact
  - Deliver the first line looking at your audience

- **As you continue**
  - Stand firmly on both feet (don’t lock knees)
  - Connect to the audience with eyes
  - Avoid emphatic gestures, too much head movement

- **Upon finishing**
  - Smile and make audience eye contact
Workshop 3: Delivering Confidently

1. Vocal Quality
2. Visual Impact
3. Valuable Tips
Valuable Tips

- Microphone
- Notes
- Nervousness
- Dress
Valuable Tips
Microphone

- Problems
  - Projection
  - Proximity
  - Passing automobile
  - Popping p’s
Valuable Tips

Microphone

- Position correctly
- Listen for the sound of your voice
- Adjust accordingly
Valuable Tips

Notes

- Bullet points only
- Print large fonts
- Use one side
- Number them
- Hold notes at waist level or on podium
- Keep still
Valuable Tips

Reducing Nervousness

- Prepare
- Practice
- Bring notes
- Visualise success
- Take two slow breaths
Valuable Tips

Dress for Success
Valuable Tips

Dress for Success

Females

- Avoid the overtly feminine, romantic or seductive
- Accessories should be discreet - no loud jewelry or heavy perfume
- Light make-up
Valuable Tips

Dress for Success

Males

- Colour coordinated shirts & ties
- Socks must match pants color
- Tie should touch belt buckle
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