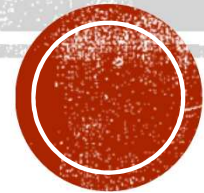


PUBLIC SPEAKING

**Ima N. Kusmayanti (INK)
School of Industrial Engineering
2018**



My Brief

Biography

<http://prietoclass.blogspot.com/2017/05/biography-writing.html>



K-W-L Chart

Topic: _____

What I K now	What I W ant to Know	What I L earned

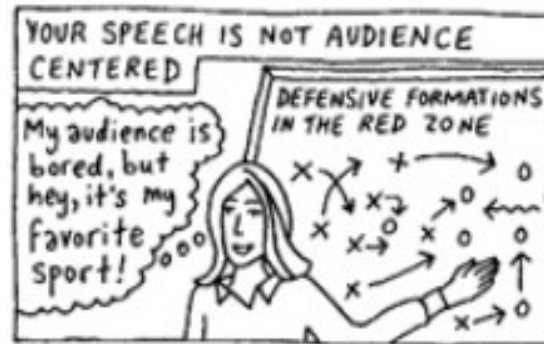
whysospecial.com



**What is public
speaking?**

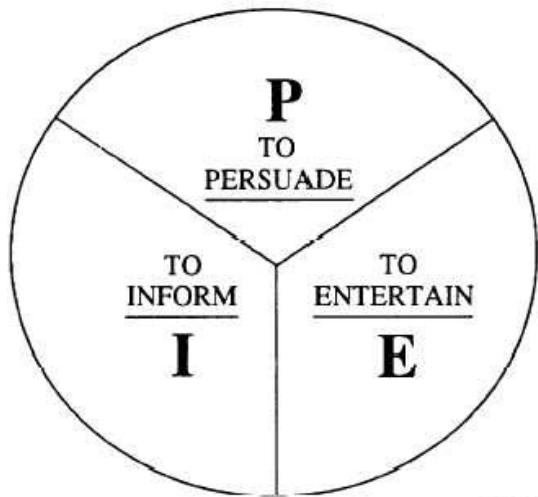


You are not a public speaker when ...



You are a public speaker when...





49NVM040

**Politicians,
lawyers,
marketers**



**emotional
appeals and
strong
language in
speeches**



**convince the
audience
members of
a certain
viewpoint**

**Lecturers,
college
students**



**the
information
is what is
important.**



**explain a
concept to
the
audience
members**

**Speakers
for special-
occasions**



**personal
with an
intimate
emotional
connection
to people
hearing it**



**mark
special
occasions**



**What are the
information in a
presentation?**



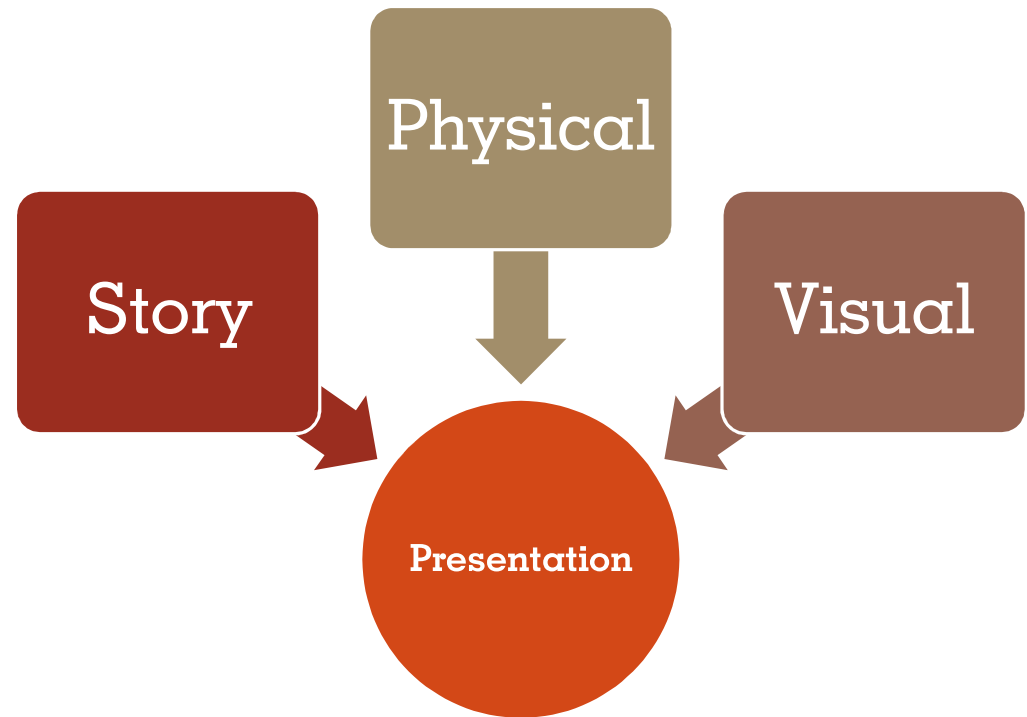
THREE
Elements of
communication

7 - 38 - 55

RULE



3Vs



STORY MESSAGE

1. Introduction
2. Body
3. Conclusion



<https://uxplanet.org/get-any-design-job-with-a-stellar-portfolio-presentation-by-reading-this-1b9ede9a479a>



PHYSICAL MESSAGE

1. Eye-Contact
2. Posture
3. Gesture
4. Voice: vocal clarity; vocal variety; vocal emphasis



VISUAL MESSAGE

1. Background
2. Text
3. Picture
4. Transition
5. Spelling and Grammar



**Why do you need to
polish your public
speaking skills?**



Public speaking skills come in handy ...

IN THE CLASSROOM



IN YOUR CAREER



IN THE COMMUNITY



WHEN YOU LEAST EXPECT IT



You should know that...





**What I like
from your
presentation**

**What I
dislike from
your
presentation**

**What I like
from other's
presentation**

**What I
dislike from
other's
presentation**



Good communication skills will help you get hired, land promotions, and be a success throughout your career

(Doyle, 2018)



10 THINGS YOUR AUDIENCES HATE ABOUT YOUR PRESENTATION

**Ima N. Kusmayanti (INK)
School of Industrial Engineering
2018**



Starting with
a long intro
**that's all
about you.**



https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthat's_allabout





Too much
focus on
**facts and not
emotions.**

https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout

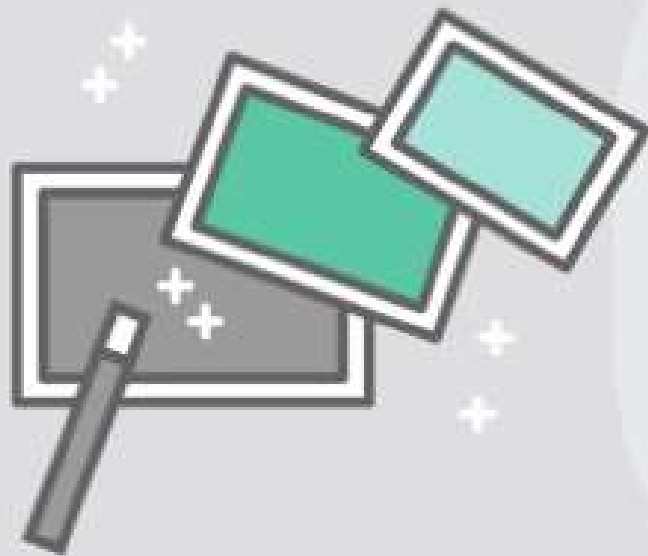


03 Disorganized content



https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout





Transition & animation **overload**

https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout



Being
read to



https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout





https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout



07
Lack of
humor



https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout





Lack of
**passion and
enthusiasm**

https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout



Too much
information



https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout





No
**engagement
or interaction**

https://www.slideshare.net/stinsondesign/10-things-your-audience-hates-about-your-presentation/2-01Starting_with_a_long_introthats_allabout



**Do you feel nervous
when you do a
presentation?**



10 POWERFUL BODY LANGUAGE TIPS FOR YOUR NEXT PRESENTATION

**Ima N. Kusmayanti (INK)
School of Industrial Engineering
2018**



1

TO BOOST YOUR CONFIDENCE
DURING YOUR PRESENTATION,

**OPEN YOUR
CHEST AND ARMS
AND KEEP YOUR
BACK STRAIGHT.**

THIS POSITION WILL MAKE YOU
BREATHE BETTER AND YOU'LL
FEEL MORE RELAXED.





TO MAKE
YOUR AUDIENCE
COMFORTABLE,
SIMPLY

SMILE

AT THEM.

SMILING IS OUR MOST
POWERFUL WEAPON.

2



3

TO ENGAGE PEOPLE, GESTURE WITH YOUR
ARMS AND HANDS
IN A NATURAL WAY,
AND LOOK YOUR AUDIENCE
IN THE EYE.
PEOPLE TEND NATURALLY TO
PAY ATTENTION
AND TO LIKE PEOPLE WHO
LOOK THEM IN THE EYE.



TO DEMONSTRATE

**AUTHORITY,
KEEP CALM**

AND USE SMALL AND STIFF GESTURES.

THIS WAY PEOPLE WILL

TRUST YOU

AND VIEW YOU AS

A CONFIDENT PERSON.

4



5



TO BRING MOVEMENT TO YOUR SPEECH,
USE THE PHYSICAL SPACE YOU HAVE AVAILABLE AND

WALK IT.

FOR EXAMPLE, IF YOU'RE PRESENTING THREE POINTS,
TALK ABOUT POINT A WHEN YOU'RE AT YOUR **FIRST POSITION**;
THEN MOVE OUT **2 OR 3 STEPS** AND TALK ABOUT **POINT B**;
THIS WAY, A MOVEMENT THAT INCLUDES SPACE WILL ACCOMPANY
YOUR SPEECH.



TO KEEP YOUR AUDIENCE'S ATTENTION,

VARY YOUR GESTURES

THROUGHOUT THE PRESENTATION.
OPEN GESTURES, SMALL GESTURES.
GESTURES THAT INVOLVE YOUR

HEAD, ARMS AND HANDS,

GESTURES THAT INVOLVE ONLY YOUR HANDS,
OR ONLY YOUR HEAD, BROAD GESTURES....

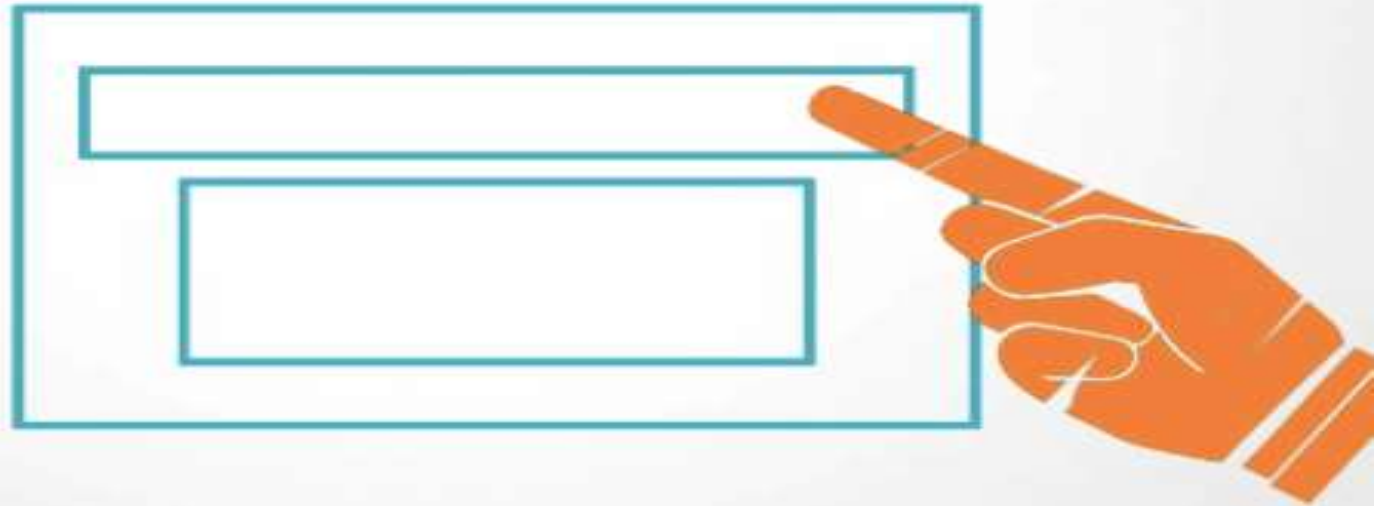


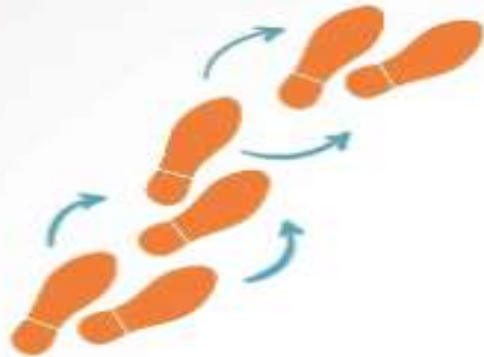
7

TO DRAW ATTENTION TO A CERTAIN
ELEMENT OF THE PRESENTATION,

POINT DIRECTLY AT IT AND LOOK AT IT ON THE SCREEN

AT THE SAME TIME. YOUR AUDIENCE
WILL FOLLOW YOUR EYES AND FINGER.





TO ENCOURAGE AUDIENCE PARTICIPATION,
USE OPEN GESTURES
AND IF POSSIBLE
**WALK AROUND AND
TOWARD PEOPLE.**
WE TEND TO PARTICIPATE MORE WHEN
WE HAVE PROXIMITY TO A SPEAKER.





9

TO MAKE A HARD QUESTION SEEM EASIER,

PAUSE, BREATHE SLOWLY

(THIS WILL GIVE YOU TIME TO THINK)

AND THEN

**ANSWER WHILE LOOKING
THE QUESTIONER IN THE EYE.**



10



TO MAKE YOUR
AUDIENCE BUY
YOUR STORY,

**USE POSITIVE
GESTURES**

DURING THE ENTIRE PRESENTATION:

**NODDING, OPEN GESTURES,
SMILING, MIRRORING, ETC.**

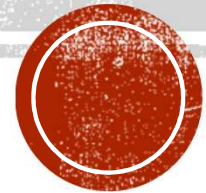


**What do you show
on your slides?**



10 WAYS TO MAKE YOUR SLIDES LOOK AWESOME

**Ima N. Kusmayanti (INK)
School of Industrial Engineering
2018**



1. Build your slides last.



2.



3. Use a consistent theme.



4. More image, less text.



5.



6. Reveal one bullet at a time.

Here is a bulleted list

- This is is the first point
- Here we have a second point
- Let's have one more



7. Use ...

- **simple transitions,**
- **clean fonts and large, and**
- **attractive graphics.**



8.

2/4/8 rule

- no more than 1 slide every **2** minutes
 - no more than **4** bullets per slide
 - no more than **8** words per bullet*
- *just like this slide



9.

THREE
Elements of
communication

7 - 38 - 55

RULE



10.

Communication is the transfer of

EMOTIONS



joy



unhappiness



worry



Good communication skills will help you get hired, land promotions, and be a success throughout your career

(Doyle, 2018)



REFERENCES

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THANK YOU



<https://www.shutterstock.com/video/clip-3818504-portrait-large-multi-ethnic-group-business-people>



It's your turn **to speak**



<http://www.bradleychapman.com/blog/2017/08/16/public-speaking-not-everyone-right-wrong/>

