

# The Speaking Space

Welcome! Please help us get started by giving us some information.

What is your name?

What assignment/presentation are you working on today?

Is this presentation for a specific class? If so, which class, and is it an ORC class?

Did your professor suggest or require that you visit the Speaking Space?

Your Presentation. We can help you learn about and give you feedback on any of the following speaking and presentation skills.

Is there anything in particular you would like us to pay attention to?

Feedback

TIME: \_\_\_\_\_

## Content

- purpose
- audience, context,
- relevance
- thesis, argument
- support, sources
- command, knowledge
- preparation

## Organization

- introduction
- order, flow
- transitions
- conclusion

## Delivery

- length, pace
- eye contact
- body language
- movement
- language
- articulation
- pitch, volume

## Visual Support

- design
- use

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## *Tips for delivering a great presentation*

### Start by asking yourself this question: What is my job here?

What do I need to do with this presentation? Who am I going to be speaking to and what do they already know? What do I want them to know or think after they've heard me?

### Next, prepare your content.

Know your material. Have you thought through your ideas? Do you have evidence for your assertions? Is the evidence from reliable sources? If questioned, can you clearly and convincingly support statements from your speech? The more secure you are in your knowledge, the better you will speak. If you have any doubt as to WHAT you are saying, it will show.

Articulate your thesis or argument for the speech. Can you identify your central idea and say it in a way that your audience can understand? If you have a CLEAR FOCUS the information that you are communicating will be easier to process.

### Third, prepare your presentation

Organize your speech logically. What does your audience need to know first? How do the ideas relate and build? If you are in a group, how does each person's speech follow from the last and fit into the whole? What language can you use to highlight the flow of ideas and show the important connections? Remember the primacy/recency principle: Place your most important or significant points at the beginning and ending of your speech.

Give yourself a strong introduction and conclusion. How can you draw your audience in? Can you use humor, vital information, novel information, conflict, ideas with which the audience is familiar, activity or movement, suspense, startling statistics, or quotes or stories to get your audience's attention? Don't forget to think about how you will end your presentation. Give your speech a "button" – an explicit ending that is provocative.

### Fourth, prepare your visual support

Enhance your presentation with visuals. What visuals will help your audience understand or engage more? Will you need to show a photo, a chart, a table? Do you want to project an outline of your presentation? Make sure each slide has a clear purpose.

Lessen text on slide. What does the audience NEED to read? Remember that time spent reading is time spent NOT listening.

### Now you are ready to "tell" your presentation.

Remember that a presentation is a speaker communicating with an audience. No need for bells and whistles; just say what you need to say to get the job done. So, find a practice audience (a friend or classmate) and say what you need to say.

### Finally, practice delivering your presentation.

Think about the following, and get feedback from a viewer or by watching a recording of yourself.

Time – Know the time limit and stay within it. Don't try to say too much.

Body language – Look at your audience. Talk TO your audience. Sit or stand with comfort and confidence. Avoid repetitive, pointless gestures or aimless wandering.

Language – Prepare your language, paying attention to vocabulary and phrasing, but then practice enough so that those words come out naturally. Consider your audience's knowledge and speak to them at their level. Eliminate filler words, like "um" and "like," by being very familiar with the purpose and path of your speech. Pause silently if you need to stop and think.

Voice – Demonstrate your own interest in the topic by with your voice. Use pitch and pace the way you do when you are telling a story to friends. Your audience will attention and follow you if you use your voice to show them when and where.

Articulation and volume – Speak loud enough for your audience to hear you without having to make an effort. Practice words that are difficult to pronounce. Make sure your phrasing matches the punctuation of your sentences.

Complete ALL of these steps, and then RELAX, take a deep breath, and do the job you came here to do.