

Performance Objective 7: Public Speaking

Enabling Objectives:

1. **Uses good body language while speaking**
 2. **Using proper grammar and breathing while speaking**
 3. **Effective oral communication**
 4. **Reaching everyone your speaking to**
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In this chapter we will discuss the art of public speaking. Through this chapter you will learn some key points that will help you to be an effective speaker.

E.O. 1 Uses good body language while speaking

1. Have you ever held a conversation with someone who cannot seem to stand in one spot while they talk? Their hands and arms seem to take on a life of their own? These two habits can detract from what they are trying to say. When speaking to a group of people it is best to move only when you have to. Constantly walking back and forth, swaying or rocking takes away from the point you're trying to make. Hands in your pockets makes you appear disinterested in what you are doing. When addressing a group try to remember these simple points;
 - a. Stand in one spot unless you have to move, but be relaxed. People want to be able to focus on you and what you are saying. Constantly moving around distracts people and they will not absorb all that you hope they will.
 - b. Hand gestures help to emphasize certain points, however, small movements such as playing with a pen can be distracting to your audience. If you are using a podium, you can rest your hands on it, but don't appear to be leaning on it. Stand erect at the podium and only use hand gestures to make important points.
 - c. Discipline while speaking in front of a group is very important. You should not be scratching or adjusting your clothes. Maintain a professional appearance at all times and you will get your point across more effectively.

E.O. 2 Using proper grammar and breathing while speaking

1. Nothing throws off a group of listeners more than improper use of grammar from a speaker. You should always rehearse what you're going to say. If you can, tape yourself while speaking and then as you listen to the recording try to pick up words that may be confusing to the group you will be speaking to. You can then change the way you state things so that it will be more easily understood by the group. Using big words is not always the best way to get a point across.
 - a. Do not use words you do not understand. Research words you want to use, and ensure that they fit properly and that people will understand them. If you must use a word that may be confusing, make sure you offer a definition to the group.

- b. Rehearse out loud and in front of a mirror to ensure that your pronunciation of words is correct. An improperly pronounced word will kill the point you are trying to make, confusing the people and effectively ruining your subject.
2. Speaking is very much like reading a book. They have punctuation marks like periods, commas, and exclamation points. In speaking you also use these punctuation marks.
- a. Do not try to give your whole presentation in one breath. Additionally, do not try to run a whole sentence together when there needs to be a comma, or pause. If you read a passage in a book, you will notice that a comma is really a short break for a breath before continuing on. A good time to take a breath is at the conclusion of the sentence.
 - b. You should mentally see punctuation marks in your mind as you speak. Do not be afraid to speak slowly and deliberately using punctuation where necessary. Your point will be well taken and you will be understood.
 - c. Say only as much as your lungs will allow without appearing winded. Before you begin to speak, take a deep breath, open your mouth and speak clearly.

E.O. 3 Effective oral communications

1. When you read a newspaper, or a book report, you never see the author use the words like “umm” or “ahh”. However, when speaking a lot of people use these pauses. They use them to either gather their thoughts, find their place in their presentation, or they are stumbling over a word. This is a bad practice and people will assume you do not know your subject. Good speakers never use improper English. {Instead, they will take a breath and continue on.} They speak clearly and in a high enough tone for everyone to hear. When you are addressing a group of people, you should always try to project your voice to the last row. Think of yourself as speaking over those in the front rows, and your voice will carry to the rear. Don't be afraid to open your mouth when you speak. By doing so, the words you are speaking are clear and are formed properly. If you speak in low tones, or mumble, people will not hear you and your listeners will get bored.
2. Some speakers tend to end a sentence with “ok?” This is not good practice. It gives the impression that you are soliciting approval from your audience, when your words alone should be able to do that. Have complete confidence in what you are saying. Know your subject and people will accept what you have to say without you looking for approval. Remember, people may not always agree with what you're saying, but they will welcome your opinion if you practice good oral communication.
3. Lastly, but equally important is to maintain “eye contact” with your audience. Eye contact shows respect as well as confidence.

E.O. 4 Reaching everyone you're speaking to

1. You have been assigned the task of presenting a talk on one of your favorite subjects.

Because you are very knowledgeable in this area, you are very excited about this opportunity. Finally the chance to express your views to a group of people. The big day comes, you walk up on the stage and look out over the audience. It's then that you realize all the planning you made to give this talk to a group of adults will not work. The audience is mixed with adults and children. You scramble to try to find the words that all will understand. You become nervous, tripping over words, forgetting what to say next. This is not an uncommon thing. Many speakers are not effective because they do not know their audience. If you had known that your audience would be so diverse in age, you could have better prepared.

2. Speakers should get into the habit of finding out who their audience is and where their areas of expertise lie.
3. You have been asked to give an overview of your unit and the training you have done to a local civic organization. You decide to impress them with your knowledge of Marine Jargon. You begin with informing the group of the location of the head facilities. Everyone has this confused look on their face. You then start talking about drill on the "grinder" and you want them to know where the "ladder" is located in case of fire. You ask them to please refrain from eating "pogey bait" during your class. Sure, some of the people in attendance will understand these terms, but not all. Reaching your audience means using words that all will understand. You need to speak to the level and knowledge of the group. Do not try to impress your audience with words they will not understand. They will be more impressed to see that you know how to reach them on their level.
4. Lastly, never use acronyms without defining what they mean. An example of this is the Registered Adult Manual (RAM). If you refer to this as the RAM, make sure you inform your audience what RAM stands for or they will be confused.

PERFORMANCE QUALIFICATION REVIEW
Performance Objective 7: Public Speaking

E.O. No.	Enabling Objective Description and Performance Requirement	Authorized Evaluators Signature
1	Uses good body language while speaking	
a.	Maintains a good composure by standing erect.	
b.	Stands in one spot as much as possible	
c.	Does not fidget with hands or puts them in pockets	
d.	When using a podium, does not lean on it	
2	Using proper grammar and breathing while speaking	
a.	Does not use words he/she does not understand	
b.	Uses proper punctuation when speaking	
c.	Takes a good breath before speaking and uses good breathing techniques	
3	Effective oral communication	
a.	Does not use the “um’s” or “ahh’s” while speaking	
b.	Can project their voice so that those in the rear of the room will clearly hear what they are saying	
c.	Does not end sentences with “ok?”, or “right?”	
4	Reaching everyone your speaking to	
a.	Knows the audience and speaks to that level	
b.	Does not confuse the audience with words they do not understand	