



**BASIC COMMUNICATION AND
PUBLIC SPEAKING SKILLS**

WAYS OF PUBLIC SPEAKING/COMMUNICATION

1. VERBAL

2. NON VERBAL/BODY TECHNIQUES OF PUBLIC SPEAKING

- Dressing including colors
- Mimic and gestures
- Body language including facial expressions
- Tonality
- Effective Movement
- Use Space Like an Actor, and You'll Control the Room

DOS AND DON'TS OF PUBLIC SPEAKING: MAKE YOUR SPEECH COUNT

Before you grab that microphone and make a fool of yourself, here's what you should consider.

- Be equipped with information
- Don't tell your audience you're nervous because this will make them think that your speech is not good enough (Even the highest profile people on earth who address millions of people are often nervous (and they should be because their speeches are often high-stakes)
- Know your audience
- Don't be inappropriate (avoid language that would put you in trouble, avoid examples of religion or tribe where necessary)
- Plan out an appropriate duration of your speech (Know when to stop, avoid long and repetitive run-on sentences and don't give a 30-second speech either)
- Don't memorize your speech (don't be a robot) a mistake can be a good issue
- Don't listen to everyone's advice, do what's right for you
- Mind about your posture and body language
- Have a glass of water

PUBLIC SPEAKING TAKES TIME



**COMMUNICATION IS MORE ABOUT WHAT THEY HEAR
AND LESS ABOUT WHAT YOU SAY**

If you think you've conveyed something but the other person hears something completely different, is that their fault or yours?

Everyone has their own background and context that they overlay on top of what they hear

- It's our jobs as communicators or influencers to consider that perspective and to adjust the way we communicate accordingly
- If we do, we stand a better chance of persuading them to agree with our point of view

Scenario

Let's say I want to go to a specific mama-box restaurant (totally and excellently yummy food in my opinion!) one night, and I need to convince my hubby/partner that we should go there.....

- If he's been there and liked it:
- If he's been there and didn't like it:
- If he's never been there:

- **His existing perception of the restaurant will affect the way I approach the conversation:**
 - If he's been there and liked it: "Hey, want to go back to that great mama box place you liked tonight?"
 - If he's been there and didn't like it: "Hey, can we give that mama box place another chance?"
 - If he's never been there: "Hey, want to check out this new mama box place?"
- **By taking into account his existing perception, I can optimize what I say to increase my chance of him agreeing**

Remember to be open-minded too because there is also the perspective you do not know. So do not laugh off a retort.....

Be alert, be sensitive