



Public Speaking Skills and Techniques

Columbia University Individual Development Plan Program

JEZRA KAYE, President
Speak Up for Success

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Admired Public Speakers Are...

- Confident
- Direct
- Concise
- Energized
- Engaged
- Focused on their audience

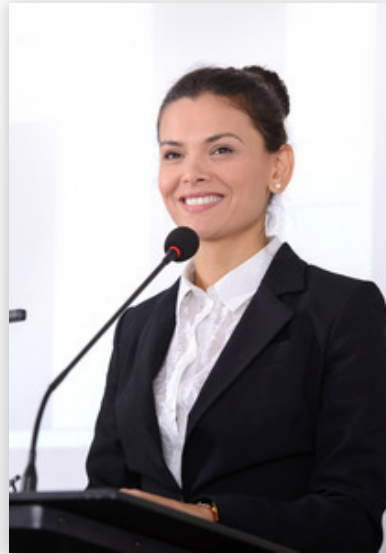


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What Conveys Those Qualities?

- Posture
- Eye contact
- Smile (appropriately)
- Conversational tone
- Short sentences
- Simple language



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Public Speaking



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1. Prepare Your Content

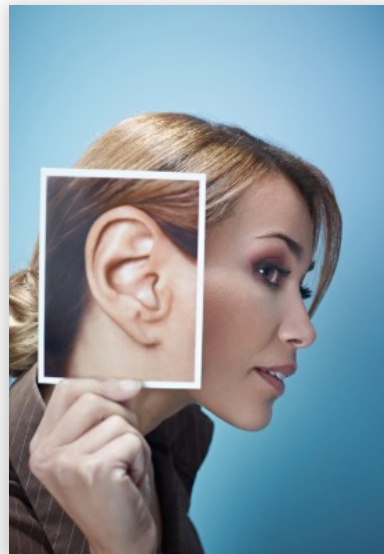
Three formats

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Answer the Question First

- Give a high-level, **general** answer that repeats some of the question's words
 - Q: "Where is a place that you'd like to go on vacation?"
 - A: "A place I'd like to go on vacation is..."
- One sentence, then stop
- Practice with silly questions



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The Instant Speech



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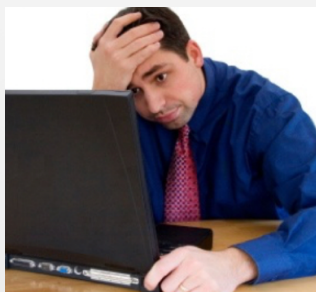
Challenge



Action Taken



Outcome



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2. *Practice Being Yourself*

(Your best public speaking self)

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Sports Metaphors for Speakers

- Put on your "game face"
- "Suit up"
- "Step up to the plate"

REMEMBER: Public speaking is *not* a "natural" activity!



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Your Avatar Speech

- "I am [AVATAR NAME]
- "I am [AVATAR QUALITIES]
- **"I am [AVATAR NAME]!!!"**



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3. *Present to your Audience*

(intend to be heard)

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It's hard
to listen

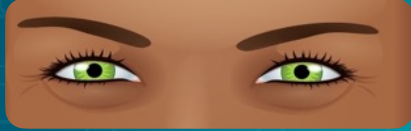
Help your
audience

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Best Practices for Being Heard

Make Eye Contact



Pause



Articulate



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Make Eye Contact
It helps everyone focus

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Articulate Your Consonants

B C D G J K P T

They Organize the Sound

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PAUSE!! After Every Thought

- **YOU can:**

- See if they got it
- Take a quick break
- Plot your next move
- Change up your style

- **Your AUDIENCE can:**

- Take in your point
- Prepare for the next one



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Questions?

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