

Module 3

Speaking Effectively



Module 3 Objectives

Upon completion of this module, the participant will be able to:

- List the *four components* of public speaking
- State how positive or negative components affect the audience's reception to a presentation
- Prepare and deliver effective speaking presentations



Presentation One

- Effective Introductions
 - 1 minutes



3-03



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Introduction should include:

- Name
- Organization
- Job
- Pleasure to be here
- Recent teaching experience
- What I like about teaching
- Closing (“Thank You”)



Four Components of Public Speaking



3-05



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Mental

- Professional publications
- Thinking
- Visualizing
- Stress reduction exercises



3-06



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Visual

- Impact
- Posture
- Gestures
- Eye contact



3-07



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Vocal

- Silence
- Emotion
- Professional



Language

- Wording
- Meaning

for which...
to be best in any re
point of view.

Language

for communicat



Module 3 Summary

- List the *four components* of public speaking
- State how positive or negative components affect the audience's reception to a presentation
- Prepare and deliver effective speaking presentations

