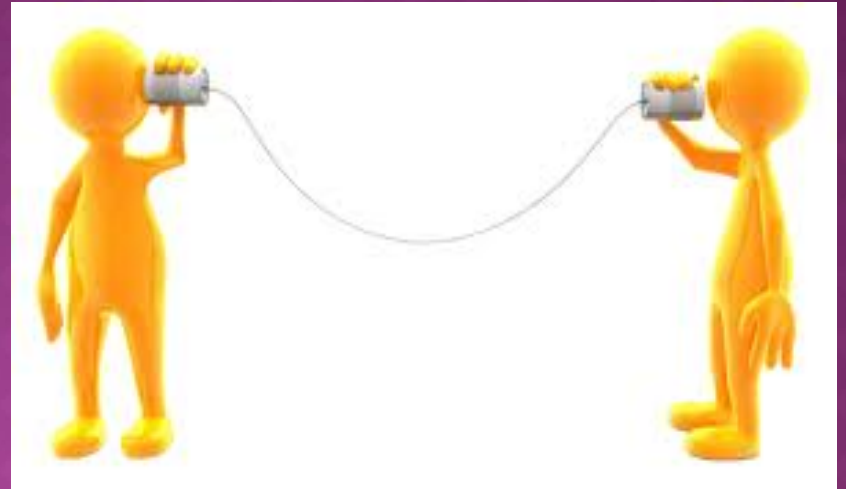


PUBLIC SPEAKING AND PRESENTATION SKILLS IN ENGLISH



Aj.Kanyapilai K.

PRE-TEST



How does the communication in the photo on the left differ from the photo on the right?

GEN0209 COURSE OVERVIEW

❖ Public Speaking and Presentation Skills in English 3 (3-0-6)

- Lecture 3 hours/ week
- Self- study 6 hours/week

❖ Course Description

- ⦿ Public speaking and presentation skill in the areas of defining audience, objectives of presentation, self-introduction, dynamic opening and closing, appropriate transition, organizing and developing ideas, preparing both mentally and physically, fighting fear, humor techniques, selecting appropriate topics

LEARNING ASSESSMENT

Attendance	10 %
Individual assignment	40%
Informal Presentation (20)	
Business Presentation (20)	
Mid-term exam	20%
Final exam	30 %
Total	100%

INDIVIDUAL ASSIGNMENT AND GROUP ASSIGNMENT

Presentation date on 15th October 2020

1. Select an interesting topic (e.g. Home town,
Tourist attractions, dream job , fashion etc.)
20%

- ◉ Present your speech (10 min/persons)
- ◉ Do not read your memo
- ◉ The professional act

Presentation date on 26 November 2020

2. Business Presentation

- ◉ Introduction
- ◉ Body (Information, Graph)
- ◉ Conclusion

OUTLINE

- ◉ Why study public speaking?
- ◉ What is public speaking?
- ◉ Types of communication
- ◉ A public speaking model



DO

- ✓ Please attend all class
- ✓ Participate all activities
- ✓ Submit all assignment on time
- ✓ Practice your English skill
- ✓ GET **A** in the subject

**YOU
CAN
DO
THIS**



WHY STUDY PUBLIC SPEAKING?

- Public speaking is not regularly speaking. Also, you have to show your confident for speaking achievement.
- In addition, the topic and content are not only formal but also the delivering need to highly formal.

For instance, Al Gore 's presentations on global warming are highly organized and highly important to the world. We do not expect that he would talk in a similar manner to his family at home.

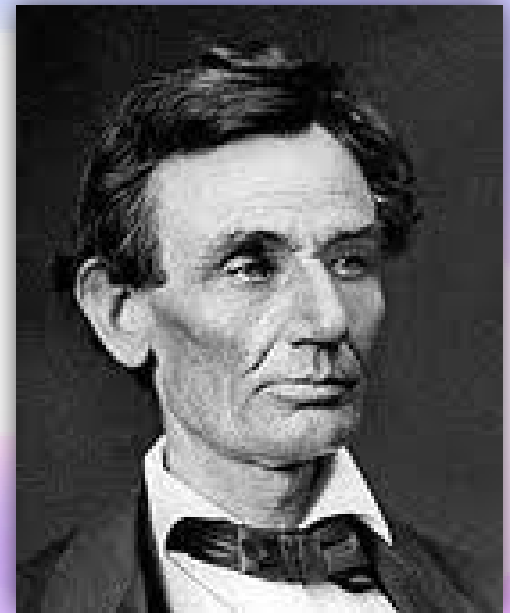
WHAT IS PUBLIC SPEAKING?

- According to Griffin (2006) defined public speaking is a learned skill that gets more rewarding.

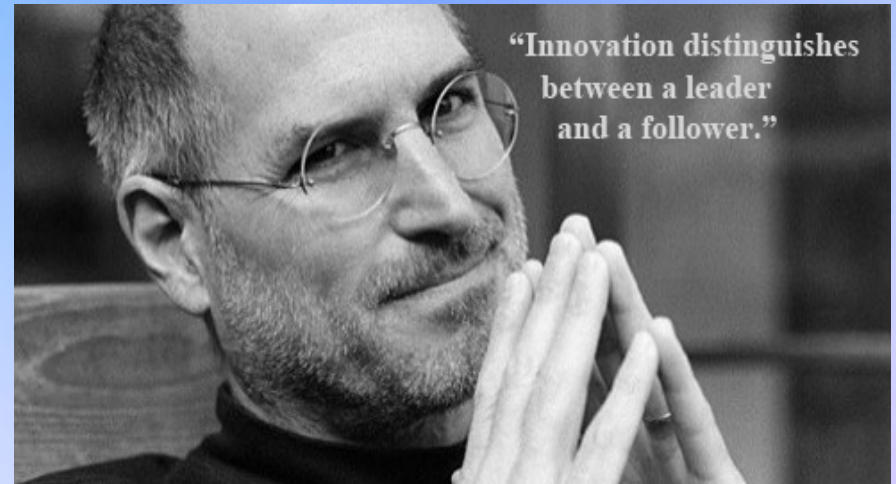
For example,

"Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing."

- Abraham Lincoln



CONT....



So, Public speaking is the process or act of performing **a speech to a live audience**.
Public speaking is commonly understood as formal, face-to-face, speaking of a single person to a group of listeners

TYPES OF COMMUNICATION

There are **five types** of communication.

1. Intrapersonal communication

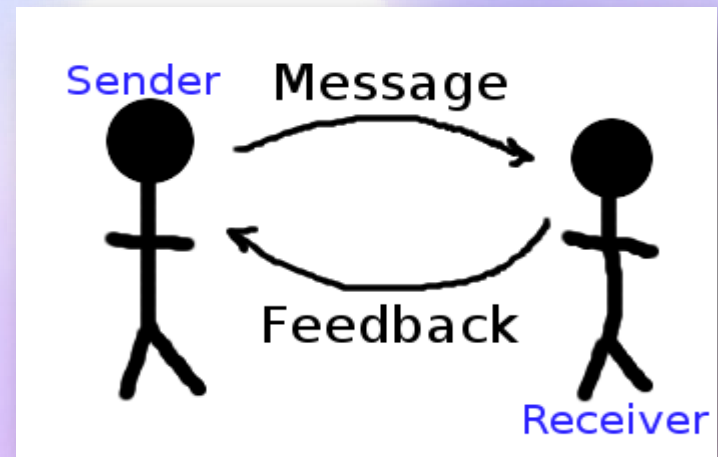
According to Mead (1982) intrapersonal skill is a unit of analysis and it refers to the cognitive structure.

For instance, learning, interpretation, perception and recognition

CONT...

2. Interpersonal communication

It is the process of communication or reciprocal interaction. Moreover, the communication is covered the source, message, channel, feedback, effect and receiver



CONT...



3. Group communication

Communication among members of a team or a collective about topics such as goals, strategies and conflict.

CONT...

4. Mass communication

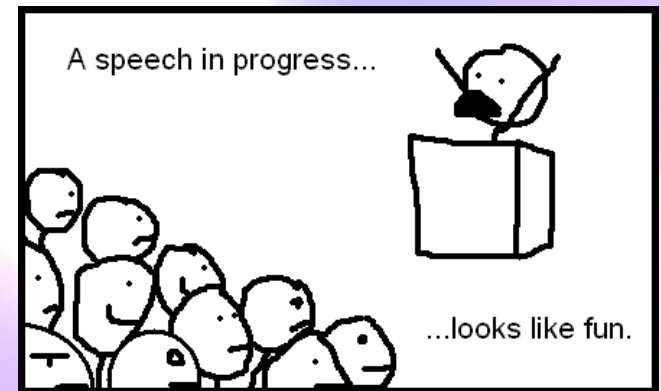
The communication generated to the large group of people . This type of communication transmitted via internet , television , print media and entertainment industry.



CONT...

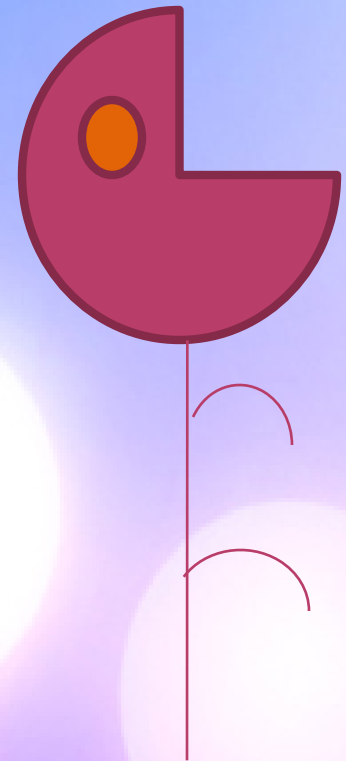
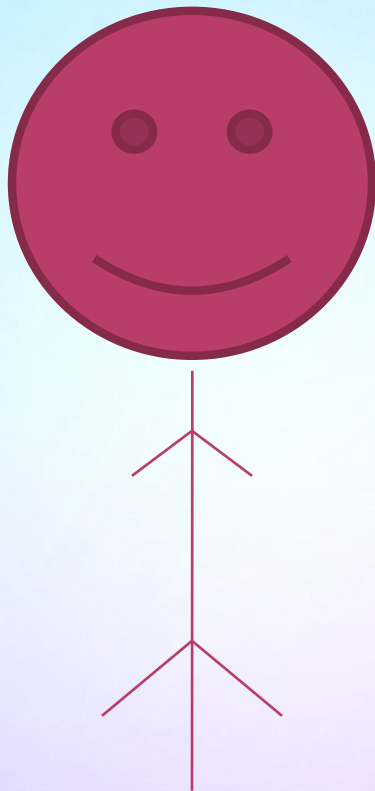
5. Public communication

- ◉ This speech has concentrated on the goals that affects on the large community
- ◉ Public speaking contains a structure and purpose.
- ◉ Speaker and audience



PUBLIC SPEAKING

Speaker
Audience



- Organization
- Delivery
- Flow of communication

DEFINITION OF COMMUNICATION

- ◉ Regarding to Munodawafa (2011) described communication as the process of sharing our ideas, thoughts and feelings with other people and having those ideas, thoughts and feelings understood by the people we are talking with. When we communicate, we speak, listen and observe.



EFFECTIVE COMMUNICATION

- ⦿ A good working definition for effective communication is to share meaning and understanding between the person sending the message and the person receiving the message.
- ⦿ The Key element is “understanding”.

COMMUNICATION PROCESS

- Communication process is a simple model that demonstrates all factors that can affect communication. Communication is effective if the message that is received is the same one that is sent .



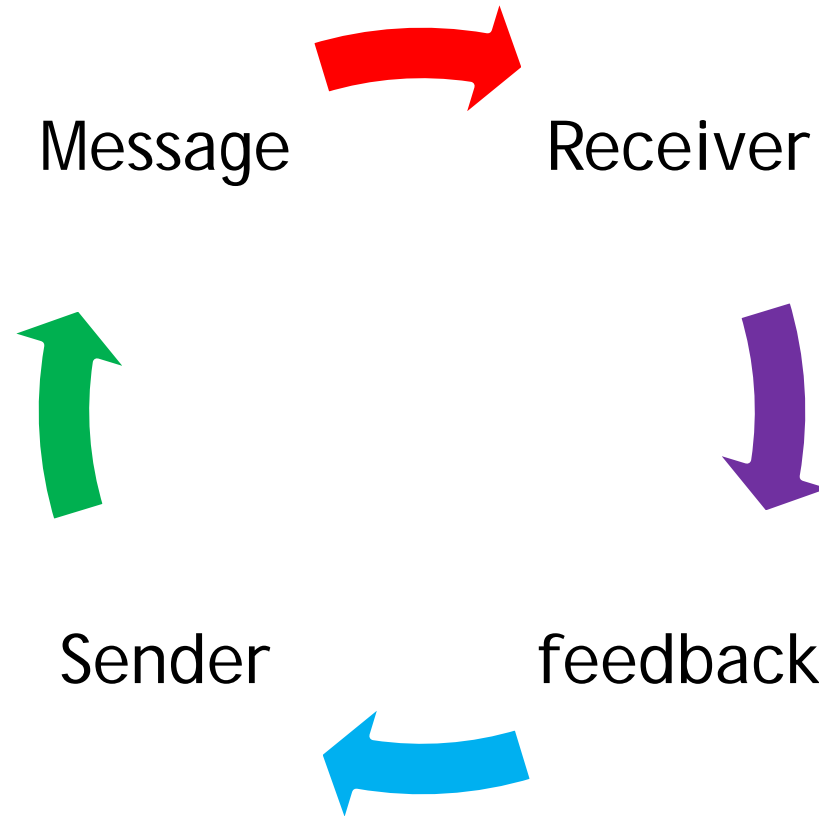
COMMUNICATION PROCESS AND KEY ELEMENTS

The key elements of communication process are as follows:

- ◉ Sender
- ◉ Message
- ◉ Receiver
- ◉ Feedback



COMMUNICATION PROCESS MODEL



BARRIERS OF COMMUNICATION

- Have you ever been talking to someone and they misunderstand what you were saying ?
Why do you think that happen ? (You can share your experiences !)



TYPE OF BARRIERS

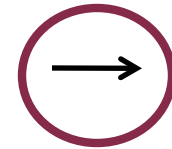
There are two types of barriers

- Internal - Ex. Poor listening skills, attitude toward the sender or information, lack of interest in the message, negative attitude, problems at home and emotions.
- External - Ex. Noise distractions, email not working, bad phone connections, time of the day, sender used too many technical words for the audience and environment.

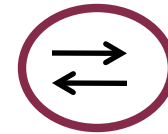


TYPES OF COMMUNICATION

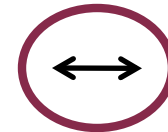
A. Self-Action or One-way communication



B. Interaction or Two-way communication



C. Transaction





IMPORTANCE OF COMMUNICATION IN AN ORGANIZATION

The importance of communication in an organization can be summarized as follows:

- Communication promotes motivation
- Communication is a source of information
- Communication also plays a crucial role in altering individual's attitudes
- Communication also helps in socializing
- Communication also assists in controlling process

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Any Questions ?





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