

Public Speaking and Presentation Skills

Module 3 Assignments

Read

- Module 3

Complete and email to Facilitator*

- Body Language Do's and Don'ts & habits to replace (if not completed in session)
- Context rules Content exercise: rework your speech or presentation
- Perceptions exercise

*Please ensure that you email these to your facilitator at least 2 days prior to your next session

Practice (15-30 minutes every day)

- Practise breathing and stance exercises
- Practise vocal exercises
- Read aloud applying selected relevant vocal techniques: pause, phrasing, breath support, slow key words, projection, clear articulation, articulating ends of words and/or modulation. Exaggerate slow key words, articulation, projection (without force) and/or modulation, where relevant.

Apply

- Apply breath support when speaking (short sentences), greeting and answering the phone (whenever you remember)
- Apply selected relevant vocal techniques when engaging in your everyday speaking interactions: pause, phrasing, breath support, slow key words, projection, clear articulation, articulating ends of words and/or modulation. Exaggerate slow key words, articulation, projection (without force) and/or modulation, where relevant.
- Apply effective body language to everyday interactions, meetings and/or presentations (where relevant)
- Apply contextual considerations to the content design of any upcoming presentations or feedback, updates, etc. that will be required of you in meetings (only if applicable)