

Public Speaking and Presentation Skills

Module 2 Assignments

Read

- Module 2

Complete and email to Facilitator*

- Vocal application exercises (if not completed in session)

*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

Apply

- Apply breath support when speaking (short sentences), greeting and answering the phone (whenever you remember)
- Read aloud applying pause, phrasing and breath support (at least 2 pages) – ideally read a paragraph or two every day following your vocal exercises

Selected Application

Select those tasks that are relevant to your needs (as recommended by your facilitator) and practise and/or apply them to your everyday speaking interactions. Unselected tasks become optional.

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Modulation

Practice: Read to young children or pets using exaggerated modulation in the voice to paint pictures of the story for them with your voice. This is a practice session so over exaggerate the expression as a way to exercise your voice's range. Do this after your vocal exercises.

Apply: Then apply the same principle in a more subtle manner when engaging in your everyday speaking interactions.

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Articulation and Pace

Practice: Spend additional practice time on your articulation exercises.

Apply: Consciously articulate the sounds of the words you use (formulating all the sounds of words, particularly key words).

Apply: Carefully articulate the ends of all your words, particularly at the ends of sentences



Pace

Apply: Slow down on key words, using a vocal highlighter and breaking your momentum



Pause and Pace

Apply: Consciously apply pause and phrasing when speaking in meetings and casual conversations



Projection

Practice: Spend additional practice time on your projection exercises.

Apply: Consciously project your voice (appropriate to distance of listener or microphone)