

Public Speaking and Presentation Skills

Module 5 Assignments

Read

- Module 5

Complete

- Rehearse your Before Speech / Presentation for delivery during your final session as your After Speech / Presentation, applying the practical skills you have learnt (no need to email to facilitator)
- Create / adapt any slides you used in your Before Speech / Presentation in line with visual aid principles learnt

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 what you learnt about thinking on your feet, impromptu speaking and Q & A to everyday interactions, meetings and or upcoming presentations (if relevant and as needed)

Apply (Optional)

- 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)
- Apply principles of effective visual aids to any visual aids that you are required to create for upcoming presentations (only if applicable)
- Use your personality traits to assist you in communicating confidently and effectively in upcoming meetings and/or presentations
- Apply techniques to grab and sustain attention in upcoming meetings and/or presentations