

Unit III – EXERCISE 4

1. Write various techniques for effective public speaking.
2. Explain Clarity of Substance in public speaking.
3. Write the significance of Humour and Emotions in Public Speaking.
4. How can we overcome Stage Fear?
5. How can we retain audience interest or audience participation in Public Speaking?
6. Elaborate Impersonal Communication.

Q.1. Write various techniques for effective public speaking.

Effective Public Speaking Techniques

- 1) Remember the objective of your speaking
- 2) Entertain the audience with short story
- 3) Give Examples
- 4) Use Presentation tools
- 5) Tell the audience exactly what they are going to gain
- 6) Use Gestures and maintain eye contact
- 7) Do Q&A
- 8) Have clarity of matter
- 9) Connect the audience with emotion
- 10) Add Humour

Q.2. Explain Clarity of Substance in public speaking.

Clarity of Substance in Public Speaking

- Clarity means clearness i.e. to speak without any doubt or ambiguity.
- A speaker's meaning must be immediately understandable, it must be so clear that there is practically no chance of misunderstanding.
- Many speakers despite having a complete control over what they are speaking find it very difficult to speak clearly.
- A speech may lack clarity, if the speaker:
 - 1) Speaks either very fast or very slow.
 - 2) Does not articulate the words properly.
 - 3) Pronounces incorrectly or does not follow the standard pronunciation.
 - 4) Gives wrong emphasis on words.
 - 5) Does not have a well organized material.
 - 6) Uses too many unfamiliar words.

Q.3. Write the significance of Humour and Emotions in Public Speaking.

Humour in Public Speaking

Humour is one of the key communication skills of a public speaker. Humour can be used as a powerful tool by the speaker for:

- 1) Energizing the audience
- 2) Grabbing the audience attention
- 3) Making people attentive
- 4) Developing interpersonal relations
- 5) Making speech interesting
- 6) Enabling the speaker to persuade as well as give delights.
- 7) Strengthening personal and organizational relationships.

Emotions in Public Speaking:

Emotions matter when we speak. Emotions in Public Speaking are helpful in following ways:

- 1) Showing emotions enables the speaker to connect with the audience.
- 2) Make people more receptive.
- 3) Audience feels the heart of the speaker.
- 4) Enthusiasm and high earnestness penetrate the heart of the audience by overwhelming and transforming them.
- 5) Energizes the audience.
- 6) Keep the audience engaged.

Q.4. How can we overcome Stage Fear?

Overcoming the Stage Fear

- The fear of public speaking is often called stage fear or stage fright.
- Stage fright may cause nervousness and spoil the entire presentation.

Hence, it is necessary that the speaker should learn how to overcome the stage fear. Below are certain tips to overcome stage fear:

- 1) Shift the focus from yourself and your fear to your true purpose – contributing something valuable to your audience.
- 2) Stop scaring yourself with thoughts of failures.
- 3) Refuse to think thoughts that create self doubt and low confidence.
- 4) Practice ways to calm and relax your mind and body, such as deep breathing, relaxation exercises, yoga and meditation.
- 5) Eat well and practice other healthy lifestyle habits, Avoid caffeine, sugar and alcohol.
- 6) Focus on your strength and ability to handle challenging situations.
- 7) Visualize your success.
- 8) Prepare your material in advance and read it aloud.
- 9) Be self-confident. Remain warm and make eye contacts.
- 10) Be natural, be yourself.

Q.5. How can we retain audience interest or audience participation in Public Speaking?

Retention of Audience Interest or Audience Participation:

It can be difficult to hold your audience's attention for the entire presentation.

Boring presentations can make everyone to sleep.

Following techniques may be used to capture and hold audience's attention during presentation or speech.

- Use visual aids in the presentation.
- Use of Bullet points in PPT.
- Be confident while presenting.
- Tell a story.
- Give Examples.
- Share personal experiences.
- Relate to a recent event.
- Ask questions.
- Use Interjections.
- State a fact that is troubling, amusing or remarkable.
- Add some humour.

Q.6. Elaborate Impersonal Communication.

Impersonal Communication:

- In this type of communication you do not personally know the person you are speaking with.
- Impersonal communication occurs when people are treated as objects and people assume superficial roles.
- Impersonal Communication is done in professional roles, such as communication between a sales representative and a potential customer.
- The manner of communication is formal and superficial or shallow, covering only necessary topics.
- Impersonal communication is most common in business, where a personal relationship and emotion is not required.