

Unit III – EXERCISE 3

1. What is Public Speaking?
2. Write the analysis of Audience and Locale for a successful delivery.
3. Explain various methods or nuances of Public Speaking.

Q.1. What is Public Speaking?

Public Speaking

- Public speaking is the process of communicating information to an audience.
- It is usually done before a large audience, like in school / college, the workplace and even in our personal lives.
- The benefits of knowing how to communicate to an audience include sharpening critical thinking and verbal / non-verbal communication skills.
- Public speaking helps to inform, influence, or entertain the listeners.
- Traditionally, public speaking was considered to be a part of the art of persuasion.

Q.2. Write the analysis of Audience and Locale for a successful delivery.

Audience & Locale:

Always remember that a presentation is made for the audience and not for the presenter. So understanding and analyzing the audience beforehand is a wise thing to do for a successful presentation. It is also highly recommended to have a clear knowledge of the venue for the presentation.

- Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes, and beliefs.
- An audience is not just a group of individuals rather it has a collective personality of its own.
- The audience plays a significant role in making a presentation successful.
- The speaker should design his presentation after doing a proper research and analysis on audience.
- The audience can be evaluated on below criterions:
 - a) Age Group
 - b) Gender
 - c) Size of Audience
 - d) Educational background
 - e) Interest
 - f) Income
 - g) Religion
 - h) Culture.

Locale:

- Where are you supposed to deliver the presentation? Large auditorium, small conference room or an open arena?
- What facilities are provided to the presenter? Is s/he allowed to use a lectern? Is there a table for keeping his / her stuff?
- Does the venue have a working public address system?
- Knowledge about the seating arrangement, room temperature and lighting inside the venue.

Q. 3. Explain various methods or nuances of Public Speaking.**Methods or Nuances of Public Speaking**

- 1) Memorizing the Manuscript
- 2) Reading the Manuscript
- 3) Extemporaneous / Speaking from notes
- 4) Impromptu Speaking

1) Memorizing the Manuscript:

This method of presentation can be one of the most of effective methods of presentation, but it requires an extra ordinary power to memorize because if the presenter forgets his text, his speech will sound stilled/unnatural/too formal.

2) Reading the Manuscript:

It means read out the written material aloud. This method is often used whenever a complex or technical presentation is made such as the annual budget, description of some machine or the policy matters of an organization. In this the reader and listener contact is often interrupted.

3) Extemporaneous / Speaking from Notes:

The speaker prepares notes on a sheet or cards and then with the help of appropriate audio visual aids, he makes his presentation. This process makes the delivery easy and impressive.

4) Impromptu Speaking:

The word impromptu means done without any preparation or planning. So, this is the presentation delivered without any preparation done beforehand i.e. unrehearsed delivery in speech.

This mode of presentation should be avoided; only highly experienced persons can effectively deliver using this mode.