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BINV2120-1

2BIN English as a Foreign Language

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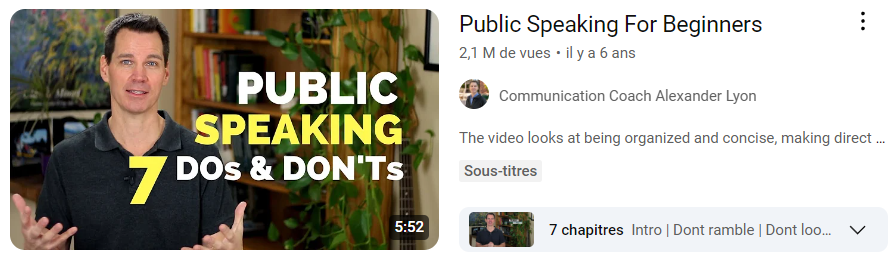
*UNIT 1.1 : Public Speaking*

# UNIT 1.1: Public Speaking

🧠 Brainstorming: Share your thoughts on Public Speaking

1. What comes to mind when you think about public speaking?
2. Have you ever had to speak in front of a group before? If so, can you share an experience you had?
3. What do you believe are the biggest challenges people face when speaking in public?
4. How do you typically feel before giving a speech or presentation? Nervous, excited, confident?
5. What strategies do you use to overcome nerves or stage fright when speaking in public?
6. Have you ever faced any particular obstacles or hardships while delivering a speech? How did you handle them?
7. Are there specific topics or themes that you find more challenging to speak about than others?
8. What do you think are the key elements of a successful public speaking performance?
9. Have you ever received feedback on your public speaking skills? If so, what was it, and how did it help you improve?
10. Are there any public speakers you admire or look up to? What qualities do they possess that make them stand out to you?
11. How do you prepare for a public speaking engagement? Do you have any particular rituals or routines?
12. What role does body language and non-verbal communication play in public speaking, in your opinion?
13. How do you handle questions or challenges from the audience during a presentation?
14. What resources or tools do you find helpful in improving your public speaking abilities?
15. Do you believe that the fear of public speaking can be overcome? If so, how?
16. In what ways do you think technology has influenced the way we approach public speaking today?

🎧 Listening: Public Speaking for Beginners

[](https://www.youtube.com/watch?v=i5mYphUoOCs)

1. What is the problem when you tend to ramble?
   * You are disorganised
   * You do not use correct grammar
   * You tend to overuse jokes and puns
   * You have trouble making eye contact with your audience
2. According to him, you can avoid rambling by…
   * Preparing your presentation’s structure beforehand
   * Practicing in front of someone
   * Using notes and keywords
3. "One thought, one look" means that you have to make eye contact with another person after you finish a sentence or half a sentence.
   * True
   * False
4. "Cluttered notes" means...
   * Too many notes
   * Disorganised notes
   * Not enough notes
5. Give the two reasons he mentioned for avoiding complex slides.
   * You’re more likely to read from it
   * It’s hard to follow what’s going on
   * It can be boring for your audience
   * You won’t have the same impact on your audience
6. What does “a rule of thumb” mean?
   * A method
   * A consequence
   * A reason
   * A course
7. You can use your hands to emphasize the ideas you’re sharing.
   * True
   * False
8. Pausing with “um”, “so” and other words can be useful when making a presentation.
   * True
   * False

🧩 Vocabulary: Public Speaking

**1) Match each sentence with the right word.**

Words to choose from :

1. Bring up
2. Break down
3. Go over
4. Run through
5. Speak up
6. Hold on
7. Point out
8. Start off
9. Wrap up
10. Turn to

Definitions

1. If there's a technical issue, please \_\_\_\_\_\_\_\_\_\_\_\_\_ for a moment while we fix it.
2. When you're delivering your speech, remember to \_\_\_\_\_\_\_\_\_\_\_\_\_ if the audience can't hear you clearly.
3. If you forget a part of your speech, take a deep breath and \_\_\_\_\_\_\_\_\_\_\_\_\_ the content in your mind.
4. Let's \_\_\_\_\_\_\_\_\_\_\_\_\_ the main points of the presentation before we proceed to the Q&A session.
5. The speaker needs to \_\_\_\_\_\_\_\_\_\_\_\_\_ the benefits of the proposed plan to gain the audience's support.
6. As you \_\_\_\_\_\_\_\_\_\_\_\_\_ your speech, make sure to maintain eye contact with the audience.
7. When you \_\_\_\_\_\_\_\_\_\_\_\_\_ the topic of public speaking, don't forget to mention the importance of body language.
8. Before we \_\_\_\_\_\_\_\_\_\_\_\_\_ the session, I'd like to emphasize the importance of practicing your delivery.
9. It's essential to \_\_\_\_\_\_\_\_\_\_\_\_\_ relevant statistics and examples to support your arguments.
10. The speaker should \_\_\_\_\_\_\_\_\_\_\_\_\_ personal experiences to connect with the audience.

**2) Match each sentence with the right word.**

Words to choose from :

1. go over
2. incorporate
3. break down
4. handle
5. calm down
6. seek out
7. keep to
8. throw in
9. refer back
10. lay out

Definitions

1. Don't be afraid to \_\_\_\_\_\_\_\_\_\_\_\_\_ a humorous story or quote to lighten the atmosphere.
2. During the Q&A session, be prepared to \_\_\_\_\_\_\_\_\_\_\_\_\_ follow-up questions from the audience.
3. When dealing with technical jargon, make sure to \_\_\_\_\_\_\_\_\_\_\_\_\_ the terms in a way that everyone can comprehend.
4. If you encounter a difficult question from the audience, don't hesitate to \_\_\_\_\_\_\_\_\_\_\_\_\_ the help of subject matter experts.
5. As you \_\_\_\_\_\_\_\_\_\_\_\_\_ your speech, be mindful of your body language and facial expressions.
6. The speaker should \_\_\_\_\_\_\_\_\_\_\_\_\_ to the use of visual aids to enhance the audience's understanding.
7. It's essential to \_\_\_\_\_\_\_\_\_\_\_\_\_ the main ideas in a logical order to ensure a smooth flow of your speech.
8. To maintain engagement, the speaker should \_\_\_\_\_\_\_\_\_\_\_\_\_ anecdotes and real-life examples.
9. When delivering a presentation, try to \_\_\_\_\_\_\_\_\_\_\_\_\_ any nervousness by taking deep breaths.
10. It's crucial to \_\_\_\_\_\_\_\_\_\_\_\_\_ the time allotted for your presentation, so you don't exceed it.

🧠 Theory: the Do’s and Don’ts of Public Speaking

✔️Do's:

* Prepare Thoroughly: Research your topic, organize your thoughts, and create a well-structured speech or presentation. Practice your delivery multiple times.
* Know Your Audience: Understand the needs, interests, and expectations of your audience. Tailor your message to resonate with them.
* Start Strong: Begin with a compelling opening that grabs the audience's attention. This can be a story, a surprising fact, a quote, or a rhetorical question.
* Be Clear and Concise: Use simple and straightforward language. Avoid jargon, technical terms, or complex vocabulary that might confuse your audience.
* Use Visual Aids Wisely: If you use slides or visual aids, make sure they enhance your message rather than distract from it. Keep slides simple and uncluttered.
* Engage with Eye Contact: Make eye contact with your audience to establish a connection and convey confidence. Try to maintain eye contact with different people throughout your speech.
* Speak Clearly and Slowly: Articulate your words clearly and maintain a moderate pace. Avoid speaking too fast or too softly.
* Vary Your Voice: Use tone, pitch, and volume to add emphasis and keep the audience engaged. Avoid a monotonous delivery.
* Use Body Language: Gesture naturally and use body language to reinforce your message. Stand up straight and use a confident posture.
* Tell Stories: Stories and anecdotes can make your message relatable and memorable. People often connect with stories on a personal level.

❌Don'ts:

* Don't Overload with Information: Avoid overwhelming your audience with too much information. Focus on key points and keep it concise.
* Don't Read Directly from Notes or Slides: Use your notes or slides as a reference, not a script. Reading verbatim can make you appear disengaged.
* Don't Use Filler Words: Minimize the use of filler words like "um," "uh," "like," and "you know." They can make you appear less confident.
* Don't Turn Your Back on the Audience: Maintain good body posture and always face your audience. Avoid turning your back or talking to the screen or slides.
* Don't Rush Through Your Speech: Nervousness can lead to speaking too quickly. Practice pacing yourself to ensure clarity and comprehension.
* Don't Wing It: Even if you're knowledgeable on the topic, thorough preparation is essential. "Winging it" can lead to rambling and disorganization.
* Don't Use Inappropriate Humor or Language: Avoid offensive jokes, controversial language, or humor that might alienate or offend your audience.
* Don't Overload Slides with Text: Keep slides visually appealing with minimal text. Use bullet points and visuals to support your message.
* Don't Disregard Timing: Be mindful of the time allotted for your speech. Going over or under the allocated time can be disruptive and unprofessional.
* Don't Fear Mistakes: It's okay to make minor mistakes or lose your train of thought. Don't dwell on them; recover gracefully and continue.

**How can you overcome your fear of public speaking?**

The fear of public speaking, often referred to as glossophobia, is a common anxiety that many people experience. Fortunately, there are several strategies you can use to overcome this fear and become a more confident public speaker 😊 !

1. Understand Your Fear: First, acknowledge that it's normal to feel nervous before speaking in public. Understanding the source of your anxiety can help you address it more effectively.
2. Practice: Practice is essential for building confidence. Rehearse your speech multiple times, both alone and in front of a trusted friend or family member. This will help you become more familiar with your material and reduce anxiety.
3. Know Your Material: The more you know and understand your topic, the more confident you'll feel. Research your subject thoroughly and become an expert on it.
4. Visualize Success: Spend time visualizing yourself giving a successful presentation. Imagine the positive reactions from your audience and the feeling of accomplishment.
5. Control Your Environment: Arrive early at the speaking venue to familiarize yourself with the space. Test any equipment you'll be using, such as a microphone or projector, to minimize unexpected issues.
6. Practice Relaxation Techniques: Deep breathing exercises, meditation, or progressive muscle relaxation can help calm your nerves before speaking. These techniques can reduce physical symptoms of anxiety.
7. Use Positive Self-Talk: Replace negative thoughts with positive affirmations. Tell yourself that you are well-prepared and capable of delivering a great presentation.
8. Start with Small Audiences: If possible, begin by speaking in front of smaller, less intimidating groups before tackling larger audiences. This gradual exposure can help build your confidence.
9. Engage with the Audience: Establish a connection with your audience by making eye contact and interacting with them through questions, anecdotes, or humor. Engaging with the audience can make you feel more in control.
10. Focus on Your Message: Concentrate on the value and importance of the message you're delivering rather than on your own anxiety. When you're passionate about your subject, it's easier to stay focused.
11. Record Yourself: Record your practice sessions or actual presentations and review them. This can help you identify areas for improvement and build confidence as you see your progress.
12. Join a Public Speaking Group: Consider joining a Toastmasters club or a similar public speaking group. These organizations provide a supportive environment for improving your speaking skills.