**Practice Project 3**

**Part 1**

**Website Theme:** Public Speaking

1. Create a website about the benefits of public speaking
2. Include the benefits of public speaking for your life and work, how to improve at public speaking and how to practice public speaking.
3. Make sure to save your web page often.

**Part 2**

1. Make a new folder in your folder called **Practice Project 3**. Name your home page **index.html** and save it in that folder. Your CSS document will be called **style.css**.

**Add 3 or more pages onto your initial web page that include.**

* A navigation menu
* Font weights
* A Google font or different font than the default font.
* CSS document (style.css)
* Divs
* Percentages
* Classes
* Text
* Images
* Links

**Citation Advice**

For this assignment and future assignments, you should make sure to paraphrase any information you find online. Do not just directly type or copy and paste information into your website. This will help you avoid issues with plagiarism, which can cause you to fail assignments or harm your professional reputation. The B Side assignments cover topics you already went over, so now you need to properly cite information and avoid plagiarizing.

When using resources, make sure to write down where you found information. Citation is showing where you found certain information that you wrote. This is used for academic writing and professional writing.

You want to paraphrase information usually. According to Wikipedia, paraphrasing “is a restatement of the meaning of a text or passage using other words.” You can still occasionally use quotes, but do not do so too often and make sure to cite the resource you are directly quoting. Make sure to put information in your own words typically. You do not need to write down every single sentence, just use the important ones.

You do not need to cite your opinions, but make sure to clarify if that something is your opinion.

Proper citations and paraphrasing will help you make better websites.

Here are some articles on paraphrasing.

<https://www.grammarly.com/blog/paraphrase/>

<https://examples.yourdictionary.com/examples-of-paraphrasing.html>

<https://www.scribendi.com/academy/articles/how_to_paraphrase.en.html>

**Research**

**7 STEPS TO PREPARE A SPEECH IN A SURPRISINGLY SHORT TIME**

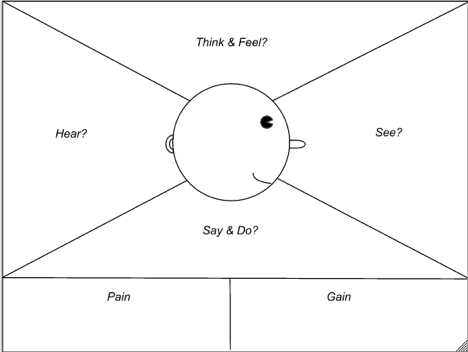
<https://speaker.coach/prepare-speech/>

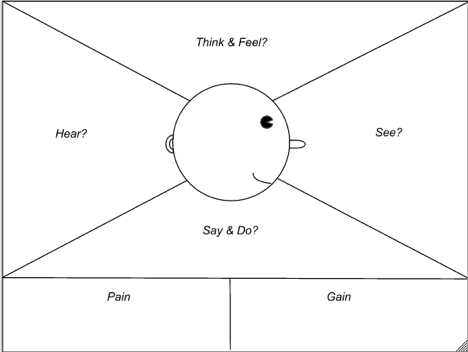
If you have to deliver a speech, you want to plan out your speech rather than writing immediately.

According to speaker.coach, there are seven steps to preparing a speech.

First, you want to define the purpose of your speech, which should inform how you write your speech. Some common purposes include “entertaining, informing, persuading, motivating or inspiring.” There always needs to be a main goal when you deliver a speech.

You need to understand your audience when you deliver a speech as well. Learning about your audience allows you to demonstrate you understand them, which helps build rapport. The empathy map is a tool used for user experience and marketing that can also be applied for public speaking.





https://speaker.coach/wp-content/uploads/2020/02/empathy-map.png

Answering these questions can help you determine how your audience connects with a topic. This can help you determine how to communicate with your audience and how to structure your speech.

What you are saying needs to be significant to your audience. You want your audience to care about what you are saying. To do this, you need to determine what you want to share with your audience and why your audience should care about that.

Your speech needs to be clear in order to stand out and in order to do this, you need to focus on one key message. Your key message needs to be short and should only be one to two phrases. The Umbrella Statement model uses core messages to support the umbrella statement, with each core message being supported by evidence.

Creating a structure for your speech can also help make it better. It is hard to write without an outline and creating an outline results in organization. According to speaker.coach, these are some common outline directions.

* Problem, pathway, solution
* Problem, solution, reasoning
* Situation, complication, solution
* Past, present, future

After you determine the outline direction, you want to develop around ten to fifteen bullet points for your speech. Try to add stories into your outline in order to engage and inspire your audience.

Your speech needs to start strong and finish strong. Audiences remember the beginning and the end of a speech the most. Because of that, you need to particularly focus on writing a great beginning and ending. Some strong openings include beginning in an exciting manner, simply explaining why your topic is important, introducing yourself, or talking about the goal of your speech. Strong endings include repeating your key message, connecting back to your opening or providing your audience with a call to action.

Lastly, you need to rehearse your speech. You can first write out your speech fully ahead of time and then practice reading out loud. If you do not have time to do that or after you have finished practicing with the full speech, then you should make bullet points for your speech and practice based on those points. You should record yourself practicing the speech, Afterwards, practice with other people and request their feedback.

By following these steps, you should be able to more effectively prepare for a speech.

**Public Speaking Anxiety Scale: Preliminary psychometric data and scale validation**

<https://www.sciencedirect.com/science/article/abs/pii/S019188691630023X>

One in five people have public speaking anxiety, according to researchers at Minnesota State University.

**9 Tips to Improve Your Public Speaking Skills**

<https://www.saintleo.edu/blog/9-tips-improve-your-public-speaking-skills>

Speaking in public is quite difficult, but there are some ways of making it easier.

Just before you start a speech, make sure to calm yourself by closing your eyes and taking deep breaths. You will start calmer because of this. A small pause is not an issue with speaking. You should in fact pause for a few moments to avoid using too many filler words such as “uh” or “um.” Admitting you are a little nervous may be helpful as well, since you will not be hiding any tension from your audience. You still need to deliver an effective speech though.

When speaking, you should avoid using overly detailed notes, as this makes your speech quite boring. Instead, you should have short one to two word notes for each main point you want to cover. Practicing will also help reduce your anxiety since you will know your speech. Practicing will also help you become less reliant on a full transcript and instead use shorter notes. Also, when practicing, you can record yourself delivering the speech. By doing this, you can see what listening to the speech will be like. Practicing with friends, family and coworkers and asking for feedback can help improve your speech.

**Brainstorming**

1. Why public speaking is important
2. How to prepare a speech
3. How to deliver a speech
4. How to improve at public speaking