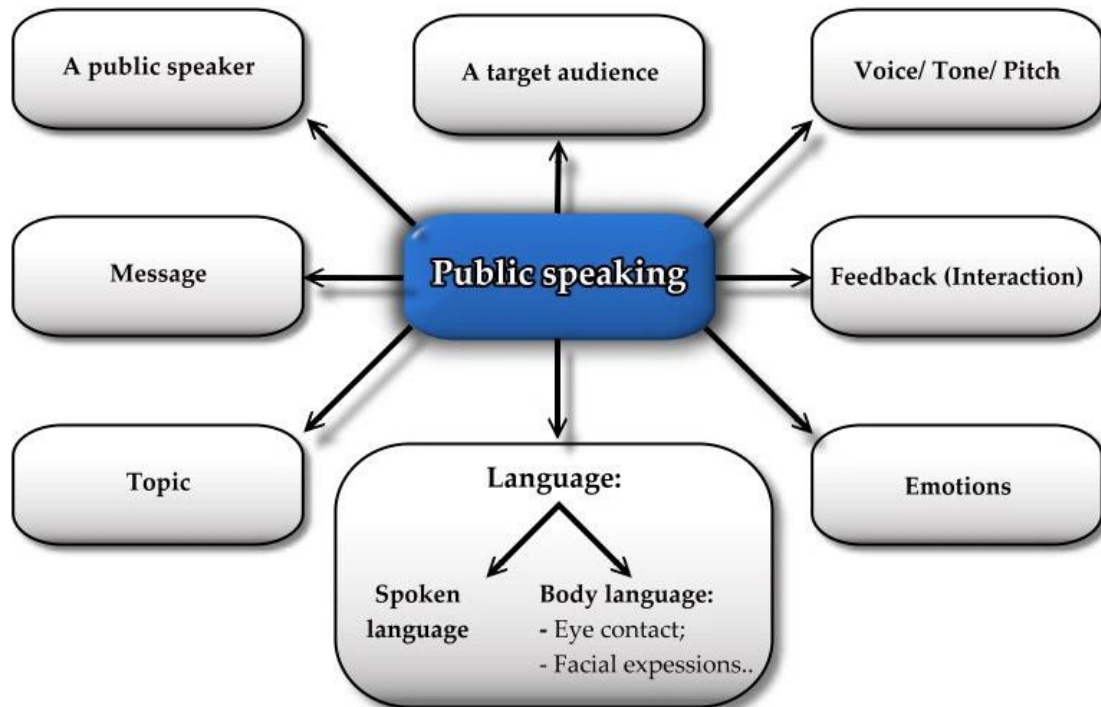


Public speaking (All lectures)

Prof. El Hadari

Task 1:

Complete this semantic map with words and phrases related to public speaking:



Task 2:

“Nothing in life is more important than the ability to communicate effectively” Gerald R. Ford, an ex-American president.

This quote shows the big importance of developing effective communication skills. You cannot be a good public speaker if you don't master the art of public speaking and debating. As a public speaker, you need these skills in different fields. For instance, you need them in job interviews, conferences, meetings, presentations, workshops, and public events.

Task 3:

Try to write a short definition of “Public speaking”:

Public speaking is the art of speaking in public. To be able to speak in front an audience means to have the courage to communicate ideas (thoughts), views, beliefs, and perceptions to a group of people in a clear, structured, and well-organised way. It

is the power to get rid of the fear of taking the stage. It is the capacity with intent to inspire, motivate, persuade (convince), urge, argue, inform, entertain, debate, and guide. A good public speaker is the person who can leave his (or her) listeners moved by their words and gestures. A good public speaker does not only seek to barely inform but also to brilliantly impress the target audience.

Task 4:

Learning public speaking (the rationale = the reasons):

It is very important to learn the art of public speaking for the following reasons:

1. Public speaking is an essential pre-condition to the attraction of the attention to a target audience.
2. It is most often needed in the job market.
3. We can say that it is a life skill.
4. It can make your audience form a positive impression about you if you manage to successfully magnetize their attention and clearly give information.
5. Public speaking is one of the qualities of successful leaders. Thus, we can say that it is an important leadership skill.
6. When you practice the art of public speaking, you get the chance to develop feelings of self-confidence, self-esteem, and self-image.
7. If you are a good speaker, you get the chance to expand social circles and build human relationships.
8. The art of public speaking can make you speak with less fear, stress, and anxiety.
9. It can help you have control over your emotions and body language.

The trinity of persuasion by Aristotle:

1. **Ethos:** (Ethics) This principle of “Ethos” simply means that a public speaker should be honest and reliable. It has to do with the credibility of the speaker. To clarify more, you cannot persuade an audience if you are a liar and if you don’t bring credibility to the subject you are communicating.

2. **Logos: (Logic)** This principle means that what you say in a public speech should be logical. That is to say, the facts and ideas you include in your speech should be logically presented and justified.
3. **Pathos: (emotions)** this principle can be explained by making a reference to what Daniel Goleman calls “emotional intelligence”. this means that a successful public speaker should have the capacity to connect his (or her) heart to the hearts of his (or her) audience.

To recapitulate, according to Aristotle, in order for a speech to be convincing, public speakers should be ethically (Morally) reliable and trustworthy. They should also be logical in their reasoning and argumentation. One more thing, they should have the ability to establish an emotional connexion with their target audience. All these principles reflect the ethical, emotional and human dimension of Aristotle's view about persuasion in the process of communication.

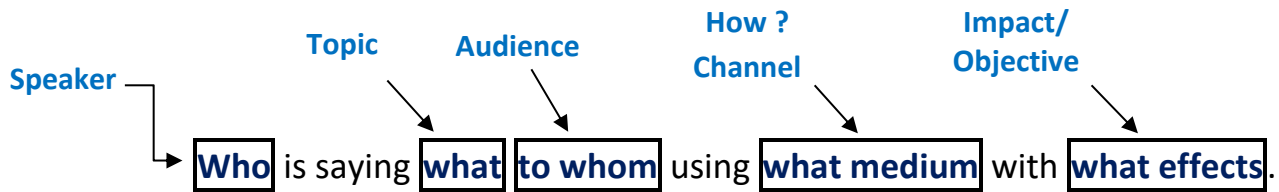
Cicero's five principles (canons) of rhetoric:

1. **Invention:** It is the principle of coming up with new, original ideas and data to the audience. bringing already known thoughts can lead to the failure of your speech.
2. **Arrangement: (Organizing)** This principle means arranging ideas and data in a coherent whole. If your speech is not organised and the ideas are scattered, it will be a total fiasco.
3. **Elocution: (Style)** this principle has to do with the way you deliver your speech at the level of words and symbols.
4. **Memory:** This principle simply refers to the process of learning and memorising a speech to the extent that it looks natural.
5. **Delivery:** This principle refers to the process of delivering speech in front of an audience. It involves effective use of voice and body language.

To recapitulate, according to Cicero, effective communication involves creation of new ideas, organisation, appropriate style, a good memory and effective delivery.

The basic elements (tenets) of a public speech:

The basic tenets of a public speech can be summed up as follows:



Types of public speeches:

1. Impromptu speech: (unplanned speech)

It is the speech which is prompted by occasion and not planned in advance.

2. Manuscript speech:

This speech is written as a manuscript and delivered word for word and every word is important and meaningful.

3. Extemporaneous speech:

It is the speech in which the speaker can make changes depending on the type of audience he (or she) is addressing and on the circumstances.

Communication anxiety:

It can be simply defined as the feeling of panic in front of an audience. It is also called “Glossophobia”. For some individuals, being on stage is just horrible and unbearable.

Glossophobia has some psycho-physical symptoms such as:

- ✓ Heart beating.
- ✓ Dry mouth.
- ✓ Sweaty palms and face.
- ✓ Quivering legs.
- ✓ No eye-contact.
- ✓ Lack of movement.

To get rid of glossophobia, the following tips can help:

1. We need to see glossophobia as something normal and natural and human.
2. We can also have a positive self-talk.

3. Everything in life is a matter of perspective. For more people, stress and anxiety are unwanted feelings, but for some others they are motivators.
4. Have a good starter, warm-up, ice breaker.
5. Focus on what you want to say and not on the body and emotions.
6. Try to have a visual picture of how the speech will be delivered.
7. Deep breathing.
8. KISS the speech: **K**ee**P** **I**t **S**imple and **S**incere!
9. Organise your speech around two or three key points.

Outlining a speech: (Preparation)

1. Framework 1:

Step 1: Specify the topic (Narrow it down: Chunk it)

Step 2: Specify the purpose of your speech.

Step 3: State your main idea.

Step 4: Introduction (write one coherent paragraph)

Step 5: Body (at least two or three key points)

I - Key point 1:

A- Sub-section 1:

1- Sub-sub-section:

2- Sub-sub-section:

3- Sub-sub-section:

II - Key point 2:

B- Sub-section 2:

1- Sub-sub-section:

2- Sub-sub-section:

3- Sub-sub-section:

Step 6: Conclusion (one coherent paragraph)

2. Framework 2:

Introduction { **Opening:**
Premise: (State your main idea or give your opinion)

Body:

1- Point 1:

2- Point 2:

3- Point 3:

Conclusion { **Call for action:**
Closing:

3. The PREP Framework:

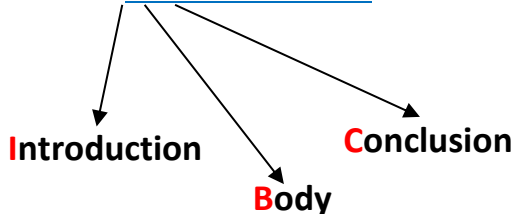
P —————> **Point of view** (what you think/ believe)

R —————> **Reasons** (Why? You state why you think that)

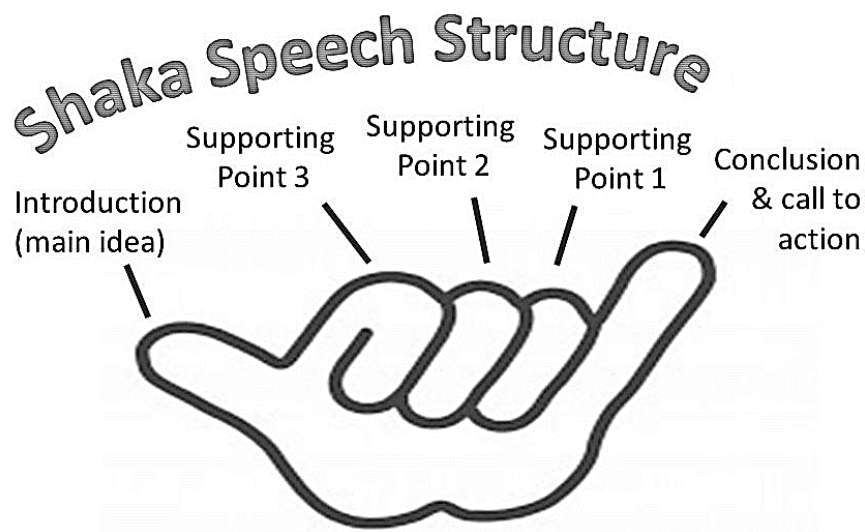
E —————> **Explain** (you can give one or more examples, visual aids, you can share a story/ testimony)

P —————> **Point of view** (Restate your point of view, call for action)

4. IBC Framework:

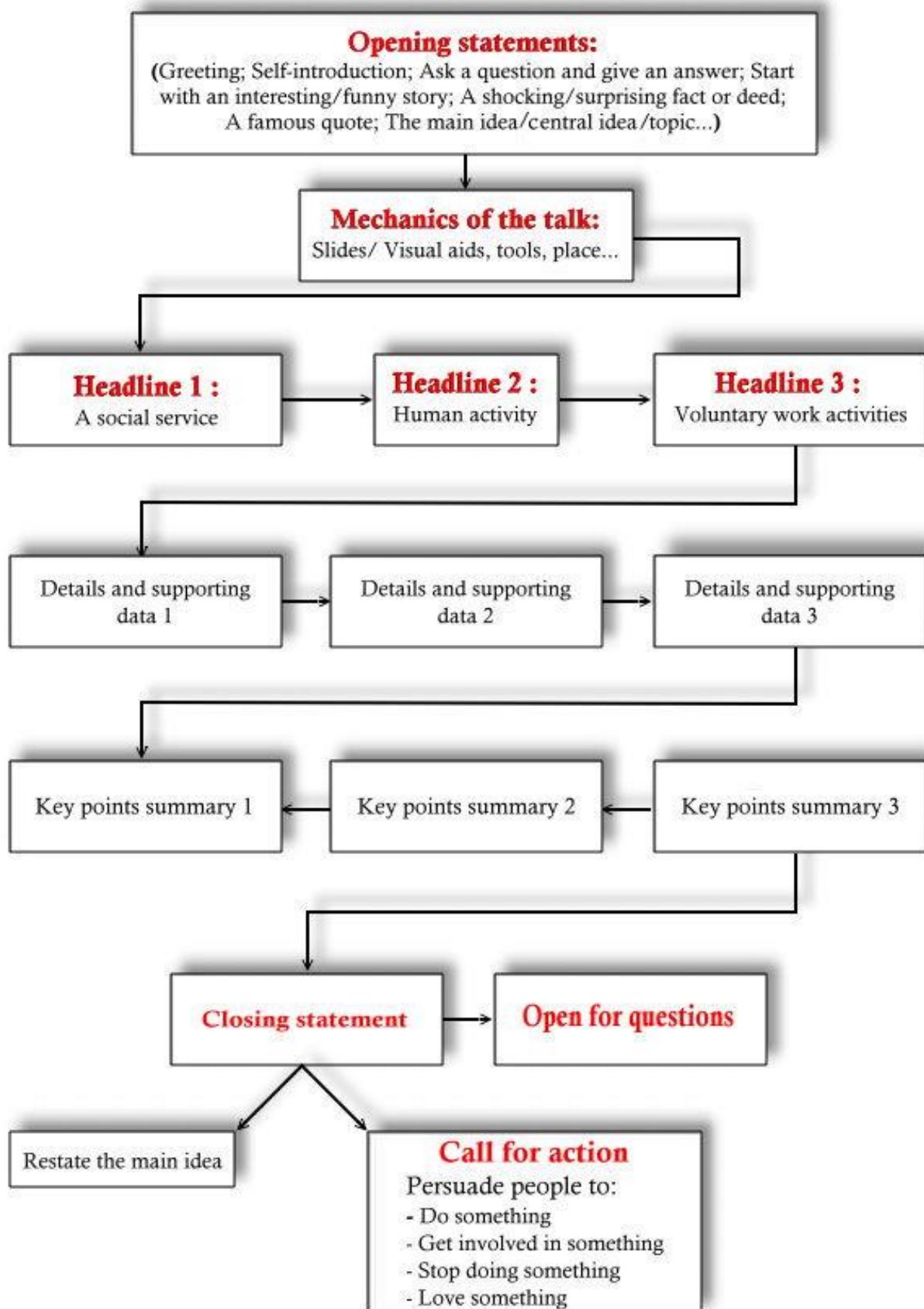


5. The Shaka Framework:



6. Generic speech structure: Kent Blumberg 2006

(Topic: Voluntary work)



Listening in public speaking:

What is listening?

Listening is a process of receiving, understanding, remembering, evaluating and responding to verbal and/or nonverbal messages.

- ✓ Generally, there are two types of listening: **Active listening** and **passive listening**.

By active listening we mean the ability to listen carefully, actively and attentively in order to grasp the message of the speaker/talker/utterer. On the contrary, passive listening refers to the act of listening with less attention and concentration. Passive listeners cannot get the full picture of the message.

- ✓ Listening and speaking are two interrelated/interconnected skills. The speaker or the utterer speaks with certain intention in mind and the role of the listener is to pay attention in order to grasp the message and formulate a response and a reaction to it.
- ✓ Without effective speakers, we cannot have effective listeners. Good listeners learn from good speakers.

The importance of listening in public speaking:

The question that we want to address here is: where does the importance of listening in public speaking reside/lie?

- ✓ Effective public speaking helps active listeners increase the amount of information they know and learn.
- ✓ Thanks to effective listening, we can reduce the amount of time we need to grasp the message of a public speech.
- ✓ Active listening helps us distinguish (differentiate) between logical and illogical thinking (reasoning) in a speech.
- ✓ Effective and attentive listeners can become effective speakers. By paying attention to every bit and piece of a speech, we can learn the principles (tenets) of public speaking. We can also learn to be conscious of the faults and pitfalls that we need to avoid/shun in a public speech.

- ✓ Effective public speakers help active/attentive listeners follow the speakers train of thought.

Practical exercise:

Listen to the two speeches bellow and then answer the questions:

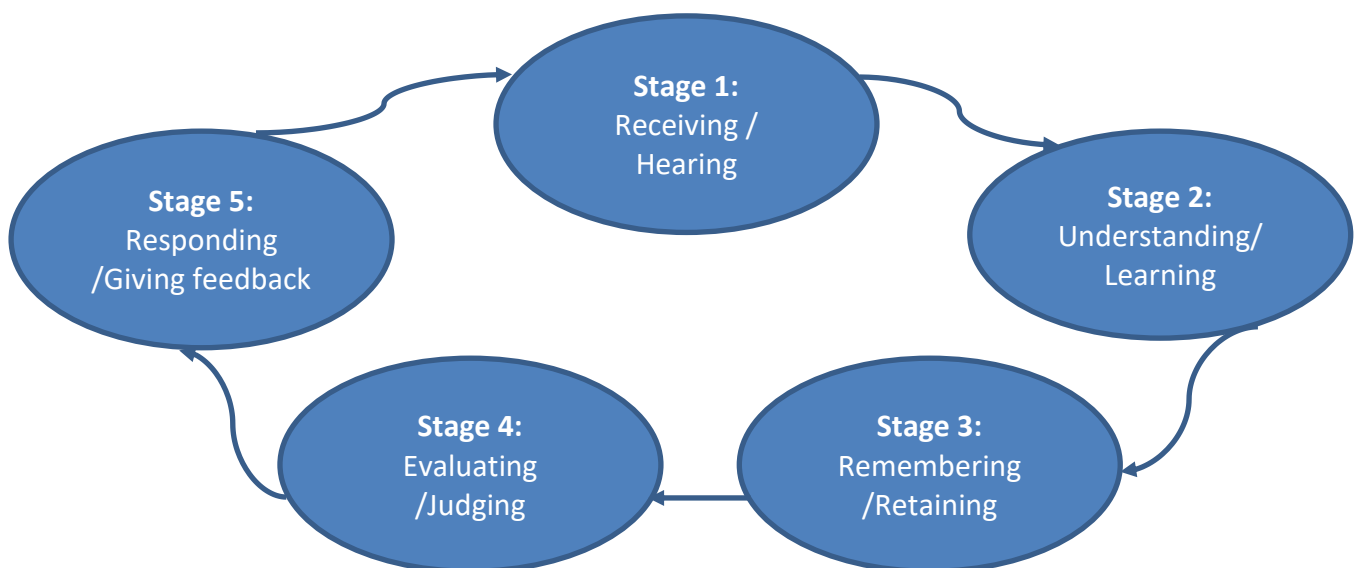
Video 1: <https://www.youtube.com/watch?v=zSmq4Wsz28w>

Video 2: <https://www.youtube.com/watch?v=xwbl8VOsDT0>

1. What is the message of the speech?
2. What is the inspiring statement/sentence/phrase in that speech?
3. What did you like or didn't like about the speech?
4. How did the speaker use his body language?

Listening skills:

The following model presents **five important skills** involved in the process of listening. This model was proposed by “**Joseph Devito**”:



1. Skill 1: Receiving

- ✓ At this stage, we focus attention on the person speaking. We also focus on both verbal and non-verbal messages.
- ✓ Hearing begins and ends at this stage.

- ✓ Listening begins but does not end at this stage. It goes beyond the process of receiving information.

2. Skill 2: Understanding/ Learning

- ✓ It is the moment when the listener decodes (deciphers) the speaker's message.
- ✓ It is very important at this stage to connect the new information with the old one. This simply means the act of connecting the new knowledge in the speaker's message with the previous knowledge of the listener.
- ✓ Understanding the speaker's message requires (necessitates) effective listening to the **whole speech**.
- ✓ One of the techniques which can be used to demonstrate understanding is **rephrasing and paraphrasing**.

3. Skill 3: Remembering/ Retaining

- ✓ It is the stage in which the listener **strives** to remember the key points in the speaker's message.
- ✓ One of the techniques that can be used to remember and retain the key points in the speaker's message is repetition.
- ✓ One of the techniques that can be used while listening to a public speech is **note taking** in addition to **memorizing**.
- ✓ At this stage, the job of the listener is to take the new information from the **short-term memory** to the **long-term memory**.

4. Skill 4: Evaluating and judging

- ✓ It is the moment when the listener gets the chance to evaluate and judge the content of the speech as well as the credibility of the speaker.
- ✓ It is very important to bear in mind that fair evaluation requires **active listening** to the **whole speech**.

5. Skill 5: Responding and giving feedback

- ✓ It is the moment when the listener gets the opportunity to react to the speaker's message in both positive and negative ways. This reaction can be either verbal or non-verbal.
- ✓ Among the non-verbal reactions to a public speech, one can mention nodding, shrugging, smiling, and even frowning, but it is better not to frown. It is good to be positive.
- ✓ At this stage, the listener gets the opportunity to verbalize his or her ideas and opinions freely and openly.

Practical exercise:

Topic: Mothers (fathers ...) are blessings from Allah.

Opening statement: (Suggested points)

We all wonder how mothers have the magic power to do and redo things for their kids and family, and how they have the energy to be a great carer, a teacher, a nurse, a big motivator, a playmate, a great lover all at the same time without waiting for anything in return. I'm here today to say to all mothers in the world including mine: you are real blessings and a valuable gift from Allah. You are the most glamorous creature who are always willing to make our lives beautiful.

Heading 1: Mothers are and emblem (symbol) of love care and affection.

Heading 2: Mothers are great teacher.

Heading 3: Mothers help us build our identities.

Heading 1:

When I was 12 years old, I got terribly ill, I was dejected (very sad) and powerless. My dear mother was next to me all the time, repeating her common refrain:

"Be strong my big boy! Try to be strong! I am sure you will recover and get better". Believe me if I tell you that her simple but sweet and sincere words took me from the world of darkness to that of light. Her words fell on my heart as a natural

pacifier clearing clouds of pain and tiredness off my sad heart. Can you guess what she did for me at this moment of illness? She kept showering me with her warm love words. To be frank, I still feel the warmth and the power of these words until now. That's why my mum has always been so precious to me. She is the candle which illuminates every corner of my life. She is for me the torch which enlightens the whole world.

Heading 2:

Good teachers are set to be a brilliant light, illuminating our lives and revealing to students a rainbow of possibilities. For me, the best teacher is my mother. She has taught me the real meaning of being a good human being, the value of hard work, the power of patience at times of stress and unease (discomfort), the worth of speaking out my mind. I have learnt from her that the sense of human life are love, respect and honesty. Her noble actions towards me speak volumes of truth and sincerity. I have learnt from her how to show care, affection and tenderness. Like all mothers in the world, she is a great teacher whose impact is boundless.

Heading 3:

Our mothers are great because they have spent their lives building our identity. They contributed to the construction of the people we are today. Their positive impact on our lives is heavily felt in the way we behave towards ourselves and towards others. Thanks to their positive presence in our lives, we have always been in the context of being together. We never feel alone. The lessons they teach us help us strengthen our identity far away from their directive and instructive role. Their overall fills our life with illuminating lights that pour into our minds and hearts and help us discover the depth of our inner worlds and see the hidden parts of the iceberg.

The closing statement:

To my mom and all mothers of the world, I would like to say: thank you for everything you have done for us. Thank you for making me the person I am now. I am really indebted to you. You have been our teachers, our advisors, our great source of

inspiration. You deserve the utmost respect. My final message to all youths: Take care of your mothers because they took care of you when you were a child. Honour them and your kids will do the same for you in the future.

What is debating?

Debating simply means the process of discussing a topic, giving strong arguments. In other words, it is a formal discussion between people with opposing views. It is an organised process of argumentation. It is something that people can learn by doing. It is the process of making points of arguments to convince the jury or to rebut (to refute) those of the opponents. In debating, there should be a winner and a loser. The person who takes the final decision on who wins or loses is called an adjudicator (The person who judges and arbitrates the debating competition).

Why is it important to learn how to debate?

1. Debaters can develop the skill of critical thinking. This means that thanks to debating, people can be critical thinkers who do not accept ideas and views blindly.
2. They also develop the habits of expressing their thoughts and opinions.
3. Debating teaches teamwork.
4. It also teaches time management.
5. People who practise debating become more persuasive.
6. It helps people develop their self-confidence and self-esteem.

What skills should debaters have?

1. The mastery of language, namely the ability to speak fluently;
2. The skill of critical thinking;
3. The skill of using reason and logic;
4. The ability to listen attentively;
5. The skill of interpreting messages;
6. The capacity to assemble the parts into a whole;
7. The power of arranging and structuring the parts into a logical whole;

What should debaters do in order to win the competition?

1. Debaters should give strong arguments that can convince the jury that they are right and reasonable.
2. They should also prove that the opponents' arguments are wrong and unreasonable. In other words, good debaters should refute the others' points of view and arguments.
3. To do all this, debaters should make effective use of all the debating skills they have.

What does the jury take into consideration in a debating competition?

1. **The content (What):** What you say, the relevance of what you say, and to what extent what you say is logical and well-reasoned.
2. **The method (How):** It is about the debating techniques and how the speeches are structured.
3. **The style:** It is about the use of language, the use of voice and body language.

What is an argument?

An argument can be defined as one of the most important aspects of public leadership. Real leaders have the power to give solid and convincing arguments. It is the power to persuade others using logic and reason, and meanwhile appealing to emotions. But it should be clearly stated that it's more about logic and reasoning than emotions.

We should not use fallacies while giving reasons. Persuasive argument can stir up the target audience and the jury. In brief, debates are basically about the mind as well as hearts.

An argument should be clear (not confusing), accurate, precise, relevant, broad (able to include more points of view), deep (able to deal with complex points) and logical.

What should debaters avoid?

1. Debaters should avoid using fallacies.
2. They should not attack each other. They should not be sarcastic.
3. They should not insult (mock/ ridicule) each other in matters of religion, education, occupation, gender, race, social class, skin color. In other words, the focus of the debate should not be on the person but on the argument.
4. The use of such expressions as "in my opinion" should be avoided because everyone knows that it is your opinion. Go straight forward to the point you want to make. Don't beat around the bush.
5. Avoid using stereotypes. Never generalize.
6. Debaters should not interrupt each other. They should listen to each other attentively.
7. In order for the debate to continue, debaters should avoid showing that they are the smartest people in the world.
8. They should not start a debate with the spirit of knowing it all. Modesty is highly required in debating.
9. They should not raise voices.
10. They should not leave the debate until it's over.

Example: Debate about the comfort zone

I. Comfort zone is safe:

1. I don't like to make efforts and take risks. The comfort zone is very relaxing for me.
2. I like to do the things I know, and I am accustomed to. Thus, why should I take up new challenges?
3. In the comfort zone I feel confident and secured. One more thing, thinking inside the box makes me feel flawless. I don't like to make mistakes.
4. I try to avoid embarrassment by staying in the comfort zone.

5. Comfort zone is the place where I can avoid risks and enjoy myself to the fullest.
6. It's good to wait for things to happen instead of creating them.

II. Comfort zone is dangerous:

1. Thinking inside the box hampers (hinders/ straitjackets) the growth of human beings at the personal and professional levels.
2. People cannot change and develop without going through situations where they have to step out of their comfort zone.
3. Being all the time in the comfort zone can create a generation of stagnant people who cannot move and take risks and who fear change.
4. "It is insanity to keep doing the same thing all the time, expecting different results" As Einstein once said. When people get out of their comfort zone, they can get different results.
5. The big enemy of success is staying in the comfort zone. In other words, staying in the box is real stumbling block standing in the path to success and prosperity.
6. People who don't think outside the box can become obsolete (outdated) in a world known for constant change. They cannot keep abreast with the changes taking place in different parts of the globe.
7. Routine makes life boring. People who have a strong love relationship with their comfort zone have no purpose in life.
8. Comfort zone can prevent people from discovering and learning about different life experiences.

Soft skills vs hard skills:

✓ **Hard skills** can be defined as technical skills that people acquire and learn by using expertise to do different tasks. For example, programming a computer, fixing an air conditioner, writing a technical report, analyzing data, mastering a language and repairing a car are examples of hard skills.

✓ **Soft skills** are the non-technical, personal, interpersonal and behavioral skills which help people build healthy human relationships, work with others and develop your professionalism. They are very important to find long-term success and to prevent conflicts and misunderstandings between people.

Examples of soft skills:

1. Public speaking and debating;
2. Creativity/ innovation;
3. Empathy;
4. Flexibility/ adaptability;
5. conflict resolution/ negotiation;
6. emotional intelligence;
7. critical thinking;
8. time management;
9. self-motivation;
10. Teamwork;
11. problem solving;

Creativity as a soft skill:

1. Creativity is the process of generating and developing new ideas with intend to increase efficiency and find solutions for complex problems. It is a very important soft skill in our ay-to-day tasks and activities.
2. It is the ability to think about how to do something successfully and how to use imagination to create original ideas. When people are creative, it means that they are unique and that they are able to see things from their own perspectives.
3. In order to be creative, it is very important to have the following skills:

Skill 1: Making connections

It is the ability to find relationships between the generated ideas and see how they can be used altogether to get the desired outcomes. It is the ability to create a link between old and new ideas and old and new contexts. It is the capacity to

connect new ideas to the environment where they are created and developed. This is to say that people and their ideas do not exist in a vacuum. They are not separated from outside events and influences.

Skill 2: Having an inquisitive mind/ Asking questions

It is the ability to ask the right questions at the right time in the right place. It is the capacity to ask the appropriate questions to get the appropriate answers. The more questions we ask, the more creative we can be. Questioning everything around you is an important step to discover new things, learn and develop.

Skill 3: Observation

It is the process of observing how others do things around you. This observation can be done only by people who are creative. The importance of observation lies in that it gives you an idea about how people approach their problems and, in the meantime, help you develop your own approach.

Skill 4: Networking with others

It simply means to be in touch with people from different sociocultural, economic, political and religious backgrounds. This skill exposes people to new ideas by socializing with others. It is based on mutual dependence in the sense that people mutually depend on each other. Thus, this mutual dependence and networking are key factors in the process of being creative.

Skill 5: Hypothesizing and experimenting

These two skills refer to the process of putting hypotheses and then testing them to see if they work or not.

4. We cannot talk about effective public speaking and debating without creativity.

Building empathy as a soft skill:

1. Empathy can be defined as the ability to understand other people's emotions and to consider their perspectives and opinions by **putting the self in the place or situation or conditions of others**. In this way, empathic people have a big picture of the world where they live.

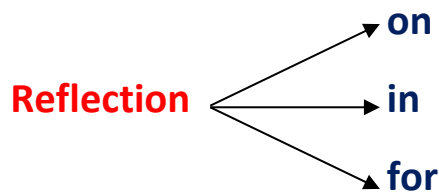
2. We need empathy in our life to prevent quick judgment of others and their actions and to avoid **jumping to conclusions**. When we put ourselves in the place of others, we start paying attention to what we should or should not say in a public speech or debate.
3. Being empathic is almost a must because we are different from each other, and we need to accept each other. We live in settings where there is sociocultural, ethnic and religious diversity. This diversity should be taken into account in a public speech or debate by means of empathy.
4. Talking to people who are different from you can be a very challenging experience especially in a multi-cultural context where different cultures interact in many ways. In order for this interaction to be successful, we need empathy.
5. Empathy is a means to avoid conflicts, misunderstandings and shocks. When everyone is empathic, there is a room for collaboration, learning and understanding. This is to say that empathy helps people develop their awareness about differences between cultures. This is known as **cultural awareness**.
6. Empathy is one of the most important qualities of true leaders. Real leaders should be empathic in order to understand the people they lead. The more we cultivate empathy, the more we make connections across cultures.
7. If you want to give a public speech or participate in a debate, bear in mind that you should be empathic.

Flexibility as a soft skill:

1. Flexibility is the ability to embrace new situations, adapt to new contexts and face new challenges calmly and without fuss. It is the willingness to take on other responsibilities in, for example, a workplace.
2. Flexible public speakers and debaters are those who don't blindly and fanatically adhere to their points of view. They are the ones who are ready to change their mindsets and strategies to fit in new situations. They can adapt

their objectives to new contexts. They can make changes in their speeches and arguments while presenting or debating.

3. Flexibility is strongly linked to reflection. This process of reflection can take three forms:



4. Flexible people have the ability to listen more to decide on what to change or keep. They also prefer variety and avoid unidirectional thinking.

Emotional intelligence as a soft skill (life skill):

✓ Emotional intelligence is the ability to express emotions, control emotions, understand emotions, evaluate emotions, manage emotions, deal with emotions, be aware of emotions, monitor emotions and care about emotions. It is the ability to connect yourself to your own feelings and emotions and to the emotions of others.

✓ The issue of whether emotional intelligence is learnt or acquired or inborn is debatable. But the most important thing is that we need it in our life.

✓ Emotionally intelligent people have the capacity to build good relationships with others.

✓ The way people deal with their emotions and feelings guides their thinking and actions.

✓ Emotional intelligence is one of the most important qualities of great leaders. Real leadership requires emotional intelligence. According to Daniel Goleman, there are five areas of emotional intelligence:

1. Self-awareness;
2. Self-regulation;
3. Motivation (intrinsic and extrinsic);
4. Empathy;

5. Social skills;

Examples of what emotional intelligence looks like:

Example 1: When you have the capacity to express yourself without fear, you are emotionally intelligent.

Example 2: When you have the power to control yourself in difficult situations, you are emotionally intelligent.

Example 3: When you care about the emotions of others, you are emotionally intelligent.

To conclude emotional intelligence is an important skill in public speaking and debating contests (competitions). Public speakers and debaters with this skill have the power to pass on their messages and communicate their ideas and views without fear, stress, anxiety and stage fright. Emotional intelligence enables public speakers and debaters to reach the hearts of their audience and endear themselves to their listeners.

Critical thinking (\neq Conformism) as a life skill:

✓ Critical thinking is the ability to question and doubt everything and to stop holifying people and ideas. It's the power of believing in the notion of relativity. It is the capacity to submit ideas and opinions to critical examination, investigative evaluation and rational analysis. It is the power to have an inquisitive mind.

✓ In order for people to be critical thinkers, they should be good observers, analysts, interpreters, listeners, readers, skeptics and questioners.

✓ People with the critical thinking skill can make independent and free choices and decisions. They can act and work without handholding.

✓ Critical thinking is very important in public speaking and debating. Public speakers and debaters with this skill are more likely to do well in comparison to others. They have the power of critical reflection. They can decide on what to say and what to leave out, on what to do and what to discard, on when to talk and when to keep silent.

Time management as a life skill:

✓ Time management is an important life skill. Many people probably know that they need this skill in their life, but this is just theory. The respect of time as a value is easier theorized than practiced. It is easier said than done.

✓ Time management is critical in public speaking and debating. When a person, for example, is speaking in public, there is an audience and the jury watching the time. Thus, being on time or in time should be an important question to raise when preparing and planning for a public speaking event.

✓ Generally speaking, there are three categories of public speakers: Racers, lingerers and pacers.

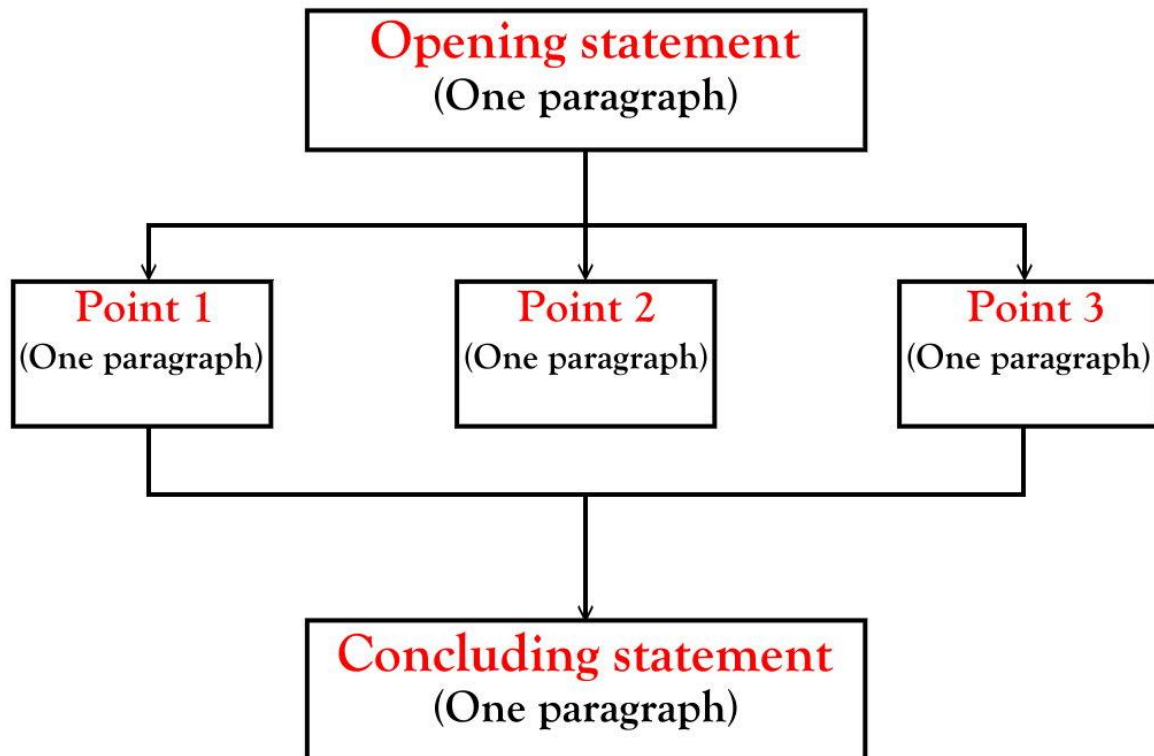
Racers	Pacers	Lingerers
<ul style="list-style-type: none">✓ There are too fast. They want to get the speech over and leave the stage.✓ They want to get on-stage and off-stage faster than the speed of light.✓ They are like loaded guns.	<ul style="list-style-type: none">✓ They are very calm. They have the ability to work with the clock. They speak within the time given to them.✓ Practice can make big progress when it comes to time management.	<ul style="list-style-type: none">✓ They are too slow. They enjoy being on stage and want to say everything they have.✓ These speakers usually run out of time.✓ Speaking too slowly in front of an audience can be seen as a sign of disrespect.

As a conclusion, time management is a critical life skill in public speaking and debating. It should be taken into consideration before the delivery of the speech. Practice the speech can help time it. Planning everything including time before being on stage is almost a must to manage time. Last but not least, public speakers should enjoy their time with their audience.

Mock exam:

You want to participate in a public speaking event about the management of emotions. You are preparing your public speech on “**how to build a happy life**”.

Write your speech using the following outline:



Opening statement:

Do people define happiness in the same way? Does it mean to be rich? Does it mean to get your needs fulfilled? For me the answer to these questions is a sharp “no”. Ladies and gentlemen, happiness is not about money or needs fulfilment. It’s all about our way of thinking. It’s about the kind of ideas each one of us bears in his or her mind. Building a happy life requires building healthy way of thinking. We need to see the world with the eyes of bees and not flies. We need to embrace positivity and divorce negativity.

Point 1:

A positive idea can create miracles in the life of a human being. It is the key not only to happiness but also to success. If you fill your head with the wrong negative ideas, you will end up leading the wrong life. Ladies and gentlemen, we should not

wait for others' ideas to make us happy. Search inside you and explore the beauty of yours. Happiness is there in our inner world. Think high of yourself and your thoughts and dye them with hope and love. Prevent all negative attitudes and perceptions from settling in your head. Welcome positivity and fight negativity. Everything lies inside you. Your happiness depends too much on the power of your inner world. This world can be powerful if you let positive ideas enter it.

Point 2:

Ladies and gentlemen, happiness is also about the choice of positive people. A person with a strong, inspiring and positive mindset can take you far away to a world full of beautiful dreams and bright colorful hopes. Sorry to say that another person with a hopeless and gloomy mindset can transform your life to hell. Happiness does not happen by chance, but it happens by the right choice. Show me the kind of people you socialize with; I will tell you the kind of mood you have. Ladies and gentlemen, we need people who are able to illuminate our life, make it better and confer on it a happy touch. We need to let optimistic and dynamic people enter our private world and bring out the best of it.

Point 3:

Ladies and gentlemen, happiness is also a matter of personal decision. It's about the courage to decide not to be sad. We should not let others control our happiness and impact our life. Happiness is about being aware of your emotions and of the kind of people who surround you. It's about managing them in the appropriate way. The space reserved to happiness in our heads should be bigger than that reserved to sadness. The moment we decide to forget about our worries and concerns and focus on the joy of living on this planet, we possess the key to happiness. My cousin Kevin is most often sad simply because he decides not to be happy. How come? He keeps talking about some tragic past experiences he had a few years ago. He is sad because he hasn't taken the decision to forget his sad past. The decision to forget this sad past is actually the decision not to be said.

Concluding statement:

Ladies and gentlemen, I'm very happy today. It's not just because I'm speaking to you and sharing my ideas with you. It's also because I have decided to build a happy life. It's a life founded on the will to break with killing sadness, negative ideas and hopeless people. It's also because I have decided to establish a strong and positive connection with my inner world. Thus, it's up to each one of us to build either a happy or sad life. Being positive and making the right choices and decisions at the right time are the key to happiness and not money or needs fulfillment.