Public Speaking



But I'm an Engineer...

- If you want to grow your career you WILL end up doing public speaking:
 - Proposals
 - Director Meetings
 - Staff Meetings
 - Informational Customer Meetings



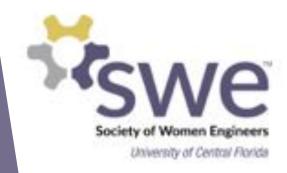


Public Speaking is NOT an innate skill

- Some people may have a more natural ability
- But EVERYONE can learn and master
- Preparation is key:
 - 1. Form your speech effectively
 - 2. Prepare and practice for your presentation
 - 3. Use a couple key techniques







Forming the Speech

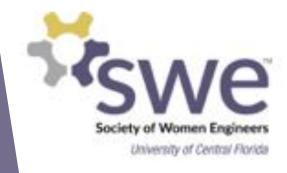
- 1. Know your material
- 2. Consider your audience
- 3. Identify your key takeaways
- 4. Simplify
- 5. Prepare the right visual presentation
- 6. Introduce yourself





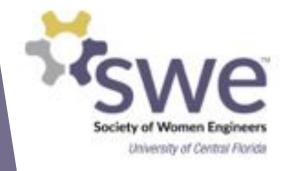
1. Forming the Speech: Know your material

- ▶ Research, research
- ► Take brief notes while researching on potential topics
- Know the topic you need to present about



2. Forming the Speech: Consider the audience

- ► Taylor your speech for your audience (engineers vs non engineers. VP vs co-workers)
- ► Taylor your speech to the situation
- What do they want to hear?



3. Forming the Speech: Identify your key take aways

- Once you know your topic and your audience narrow your focus
- Depending on the length of the presentation, break your presentation into two to four main points or sections



4. Forming the Speech: Simplify

- What is the purpose? Cut out the extra!
- ► Feel free to supplement with additional material in a handout



5. Forming the Speech: Adding a visual presentation

- ► A Power Point should add to the speech, not become it
- ► Think of your professors who just repeat everything that is on the power point
- ▶ Think about how fast you will be talking and how much is on each slide
- Aim for two minutes per slide (but don't push it if it doesn't work)
- Simplify!
- Don't overload your visuals



5. Forming the Speech: Adding a visual presentation

- SWE is super awesome because we are awesome and we are in swe therefore swe is awesome
- This information is really important so I'm making sure that its all on the slide so that I don't have to actually know any of the information
- OMG! I think this is really cool too, but I'm not sure its relevant so I'm going to put it on my slide anyways.
- This is also super important. And has multiple steps. 1) Step one 2) step two 3) step three 4) Step four. But I need to talk about step

one again

Lets put something over here too for no reason. Not really related to what else is on the slide

I need to add information over here too. There's blank wasted space!

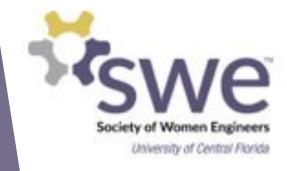
NO000!



Society of Women Engineers
University of Central Florids

6. Forming the speech: Introduce yourself

- Let the audience know why you are there
- What you are talking about
- And why they should listen to you



Preparing for the Presentation

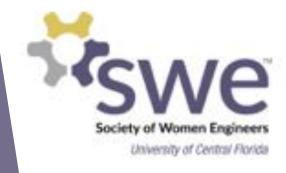
- 1. Practice, practice (in front of a mirror, record yourself)
- 2. Do NOT memorize your presentation
- 3. Do NOT read from your slide
- 4. Avoid monotone
- 5. Maintain eye contact
- 6. "Avoiding" stage fright





1. Preparing for the Presentation: Practice

- Practice in front of the mirror
- ► In front of your friends/family
- Record yourself
- Practice in your car



2. Preparing for the Presentation: Do not memorize

- When someone talks about a subject instead of reciting it, it will come off natural
- Think about keywords that define your topic



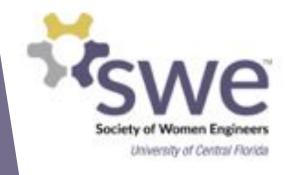
3. Preparing for the Presentation: do not read from the slide

- Think about creating a bullet point speech (Use words that inspire you to talk about the subject)
- Your slides should help keep you on track, not give all your material



4. Preparing for the Presentation: avoid monotone

- Use vocal variation and modulation in volume
- Modulate the pace (some can be chop-chop, others are worth slowing down for)
- Don't forget to pause!! It lets you catch your breath and allows the audience to catch up



5. Preparing for the Presentation: maintain eye contact

- Check for fading signs of attention
- ▶ Don't make eye contact for longer than three seconds (unless someone asks you a question)

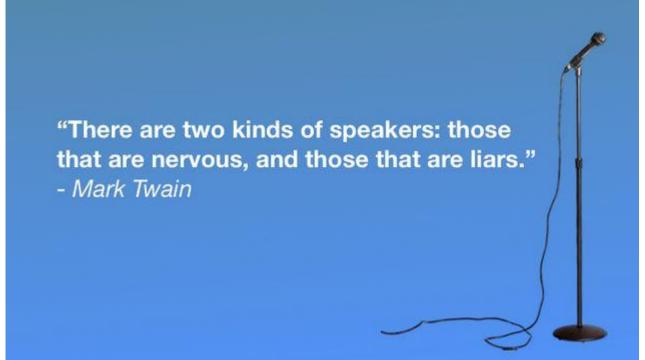


6. Preparing for the Presentation: "avoid" stage fright

- ▶ Its OK to be nervous, everyone is (even professionals)
- Try impromptu speaking or stand-up (



The Presentation





The Presentation: Key Techniques

- Breath, pause and speak slower than you think you need to
- ▶ Posture and hands: Gesture using your hands, or hold them behind your back
- ▶ If you're not behind a podium, move around
- You've prepared, practiced and know your material, you've got this!



The Presentation: ACTIVITY

- Split into five groups
- ► Goal:
 - ▶ 5-7 minute presentation, each member presents for an equal amount of time
 - ► Topic: Yourself!
 - ▶ 10 minutes to prepare
 - Every group has to come up with a positive comment and a constructive critique for each group
 - Audiences:

- 1. Elon Musk
- 2. Kindergarteners before naptime
- 3. UCF's Board of Directors
- 4. 13 year olds who'd rather be doing something else
- 5. Your significant other's relatives



Books to Supplement

- Present! A Techie's Guide to Public Speaking (by Poornima Vijayashanker and Karen Catlin)
- Public Speaking for Engineers (by Christopher A. Veis, P.E.)



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