

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

**I'M AN
~~ENGINEER~~
~~ENGINEER~~
~~ENGINEER~~
I'M GOOD
WITH MATH.**



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



BEFORE



AFTER

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, 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

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

- ▶ 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

N0000!



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

**“There are two kinds of speakers: those
that are nervous, and those that are liars.”**
- Mark Twain

The Presentation: Key Techniques

- ▶ Breathe, 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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