

Communication Skills For Professionals

Lecture Series by Dr. Mahim Sharma

Activity 4: *Speech*

Crucial Aspects of a Speech



Critical Aspects of a Speech

Hold a **Comprehensive Knowledge** about your topic

Define a clear **Objective** of your speech

Put down the **Sub Topics**

Explore the topic as much as possible

Prepare a good **Attention Grabber**

Introduction should **Spark** an interest

Choose an **Appropriate** speech style

Don't forget **Proper Transitions**

Use all the **Senses** of your listeners

Engage the audience to think and contribute

Critical Aspects of a Speech

Personal Stories are way better than Vague examples

Use **Humour** and **Quotes** in your stories

Use Visual aids **only if** it adds something to the message

Avoid the **Abrupt Summary**

Highlight the main thing to **Keep in Mind** after your Speech

Practice your Speech by **Reading it out Loud**

Practice with a **Camera** to locate visual dissipation as well

Don't **Exceed the Time Limit** designated to your Speech

Practice and practice until you **Grow tired**

Prepare your plan B and C and D and E

Ways to Start Your Speech

Quote

Opening with a relevant quote can help set the tone for the rest of your speech. For example, one that I often use to open a presentation dealing with public speaking:

“It usually takes me more than three weeks to prepare a good impromptu speech.” – Mark Twain

Ways to Start Your Speech

“What If” Scenario

Immediately drawing your audience into your speech works wonders. Asking a “what if” question invites the audience to follow your thought process.

“What if we were all blunt? How different would our everyday lives be? What would happen if we said what was on our minds, all day every day?”

Ways to Start Your Speech

“Imagine” Scenario

A similar method, but more relevant for sensational examples. It puts your audience members directly into the presentation by allowing each member to visualize an extraordinary scenario.

“Imagine jumping out of a skydiving plane and discovering your parachute doesn’t work. What memories would flash before you? Now imagine the parachute opened. How differently would you act when you landed?”

Ways to Start Your Speech

Question

Ask a rhetorical or literal question. When someone is posed with a question, whether an answer is called for or not, that person intuitively answers.

“Who wouldn’t want to live on an exotic island?”

Ways to Start Your Speech

Silence

A pause, whether two seconds or 10 seconds, allows your audience to sit and quiet down. Most audiences expect a speaker to begin immediately. An extra pause brings all the attention right where you should want it – on you.

Ways to Start Your Speech

Statistics

Use a surprising, powerful, personalized statistic that will resonate with the audience to get your message across right away. It has the potential to trigger the audience's emotional appeal.

"Look to your left. Now look to your right. One of your seatmates will _____."

"In this room, over 90 percent of us are going to _____."

Ways to Start Your Speech

Powerful Phrase

A statement or phrase can catch the audience's attention by keeping them guessing as to what you're about to say next. Implementing the silence technique afterwards also adds to the effect.

"We can not win. We can't win..."

(Pause)

"... That's what every newspaper in the country is saying."

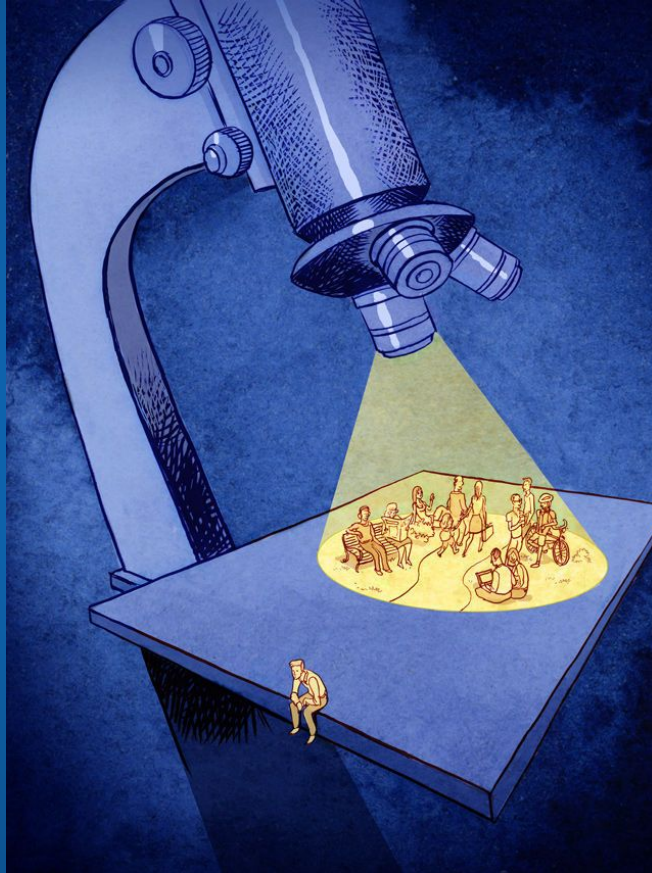
Speech 1



Speech 2



Speech 3



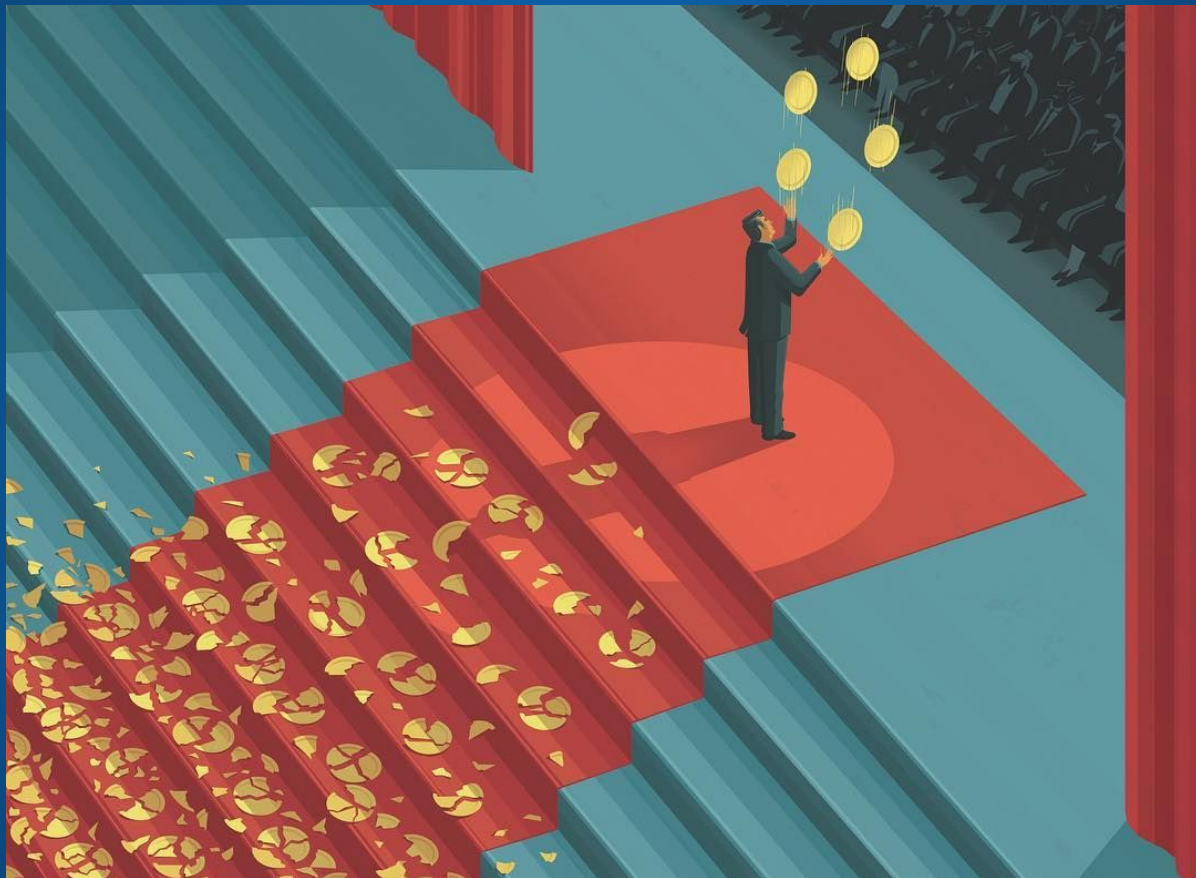
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Speech 5



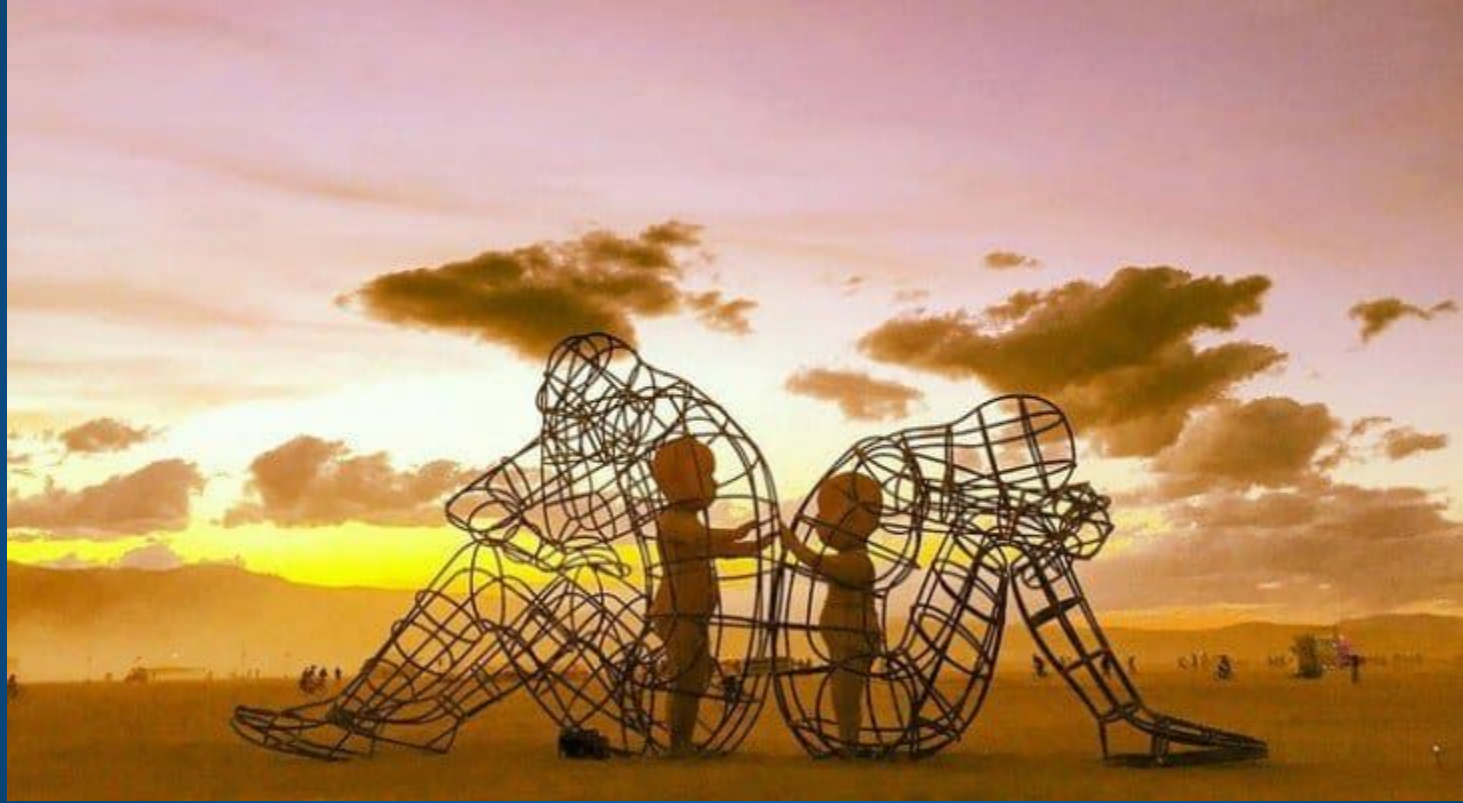
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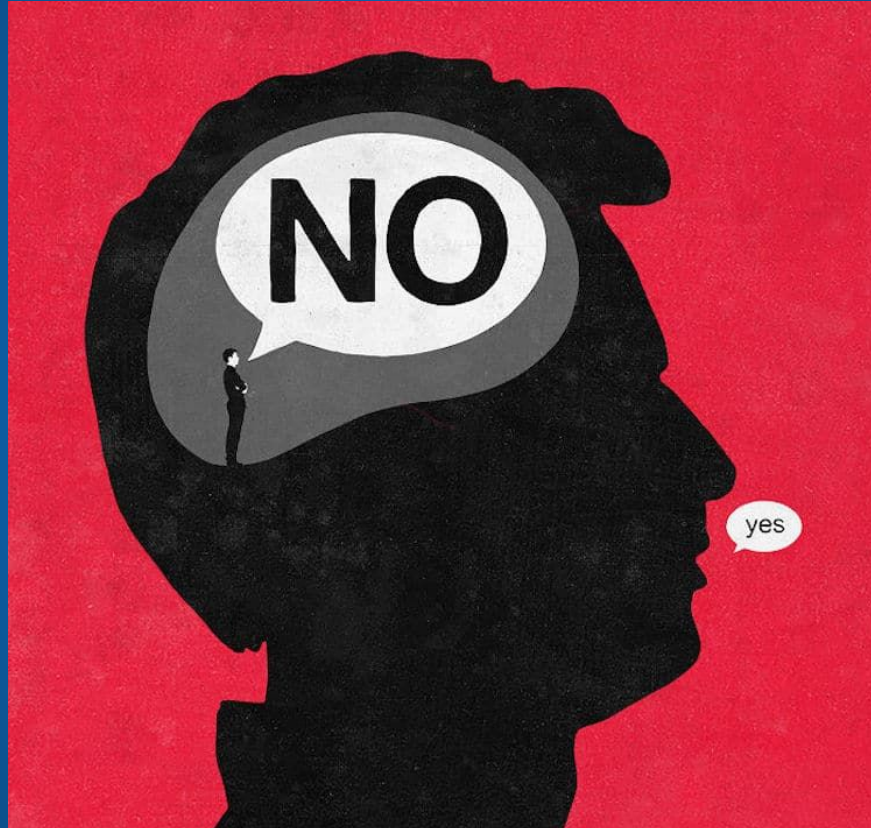
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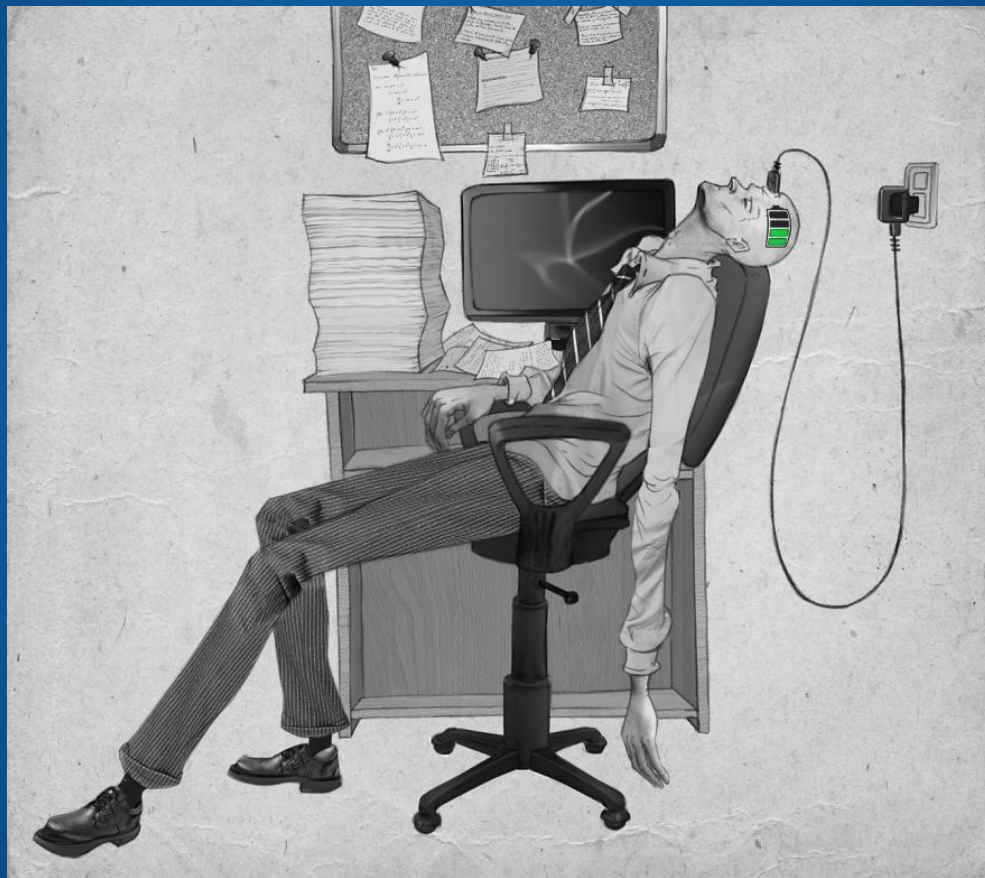
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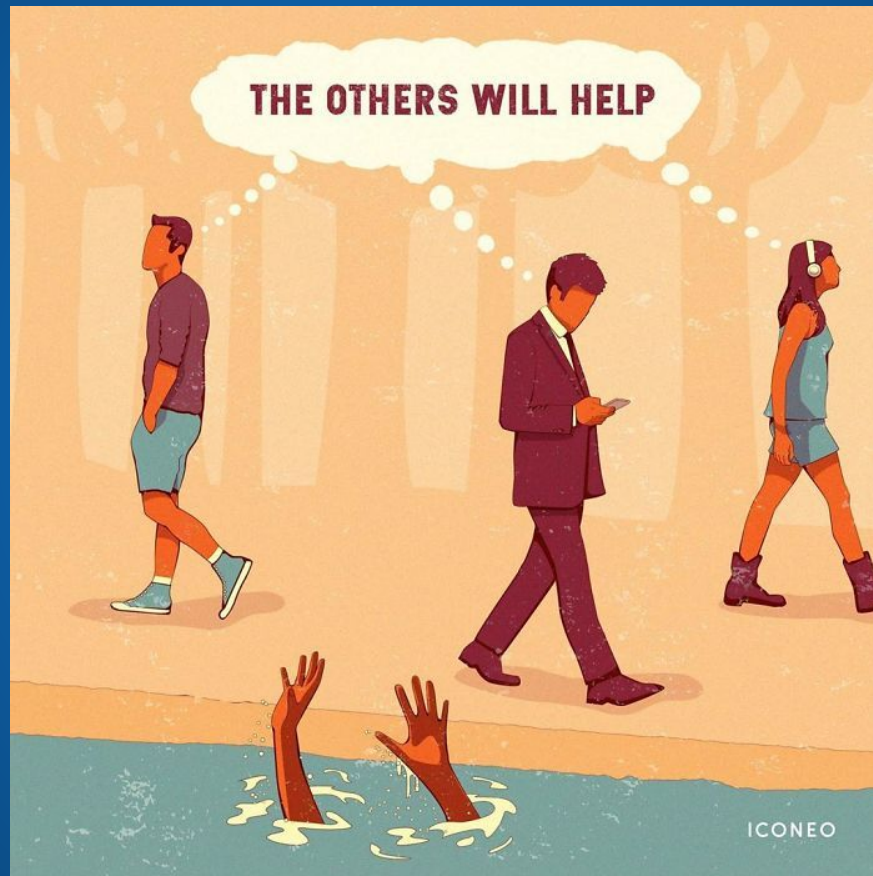
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Speech 10



Speech 11



Speech 12



Speech 13



Speech 14



Speech 15



Speech 16



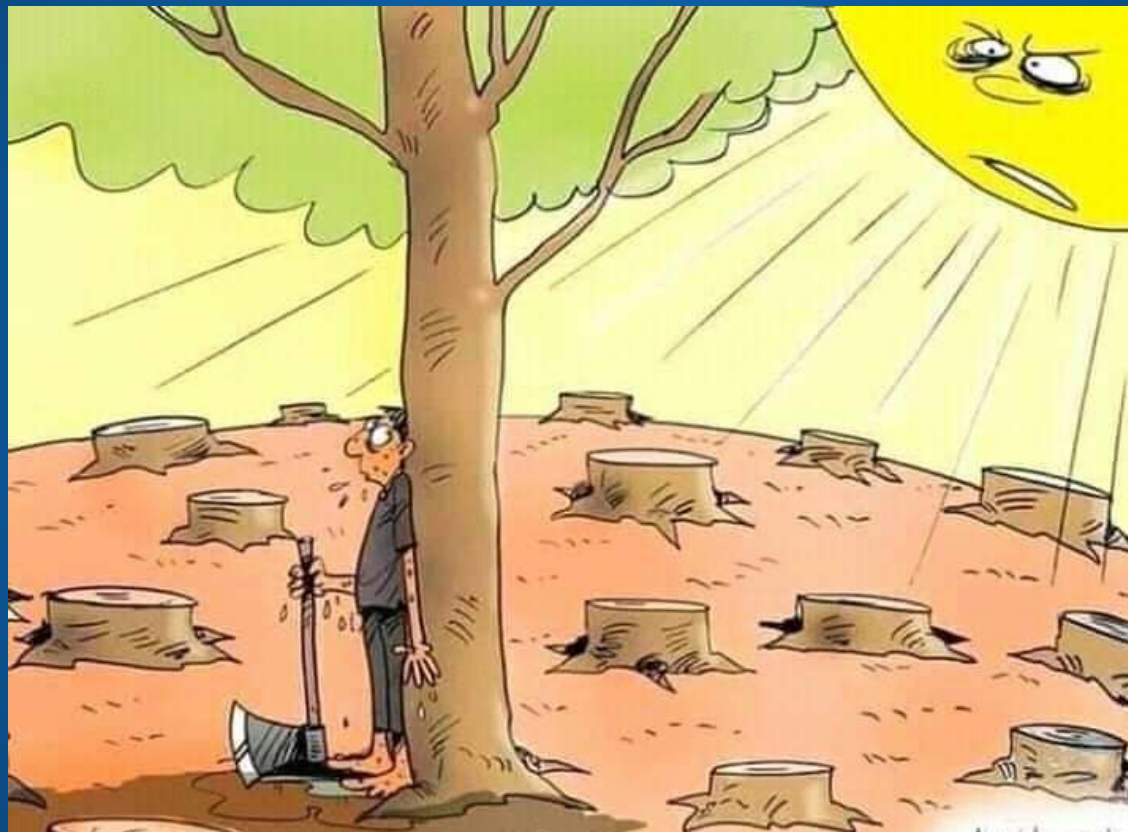
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Speech 18



Speech 19



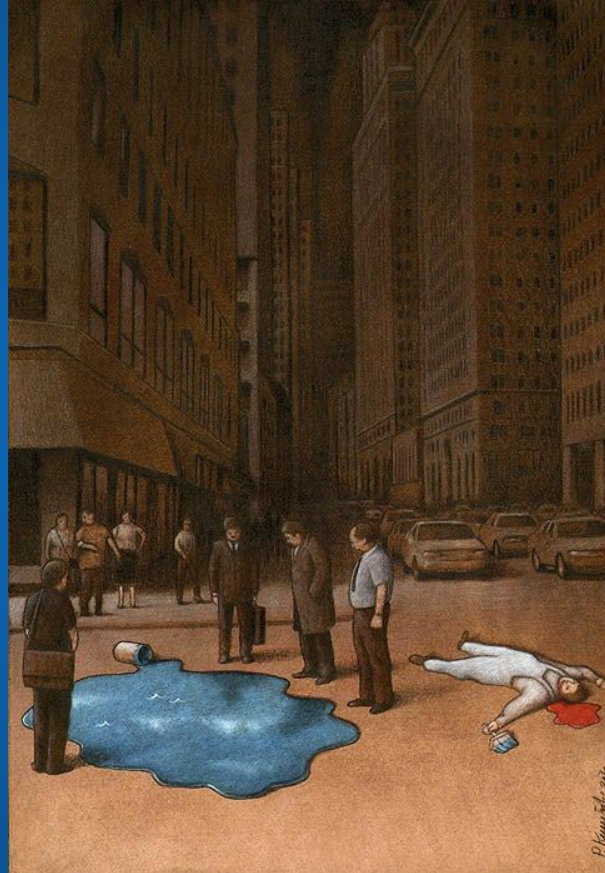
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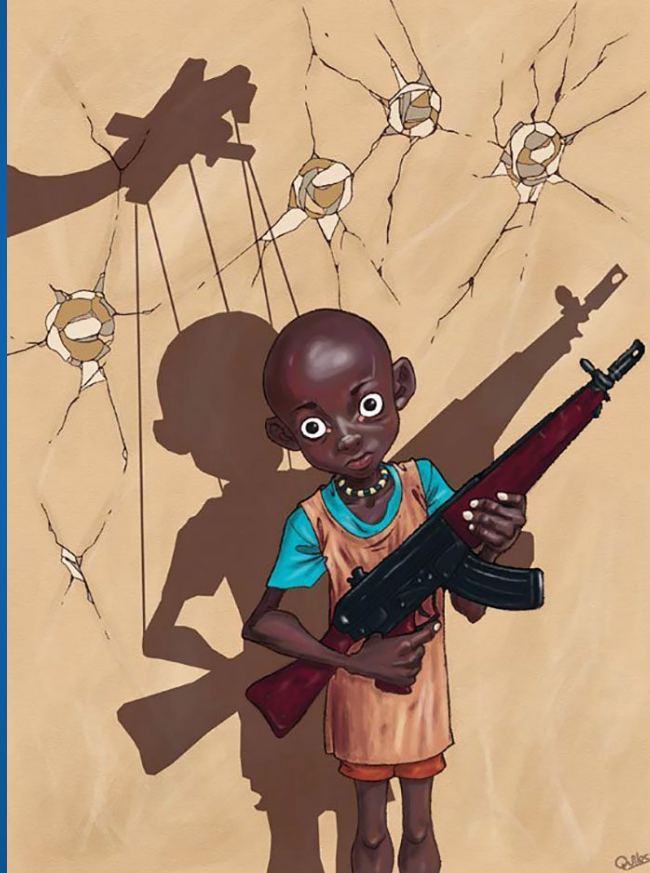
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Speech 22



Speech 23



Speech 24



Speech 25



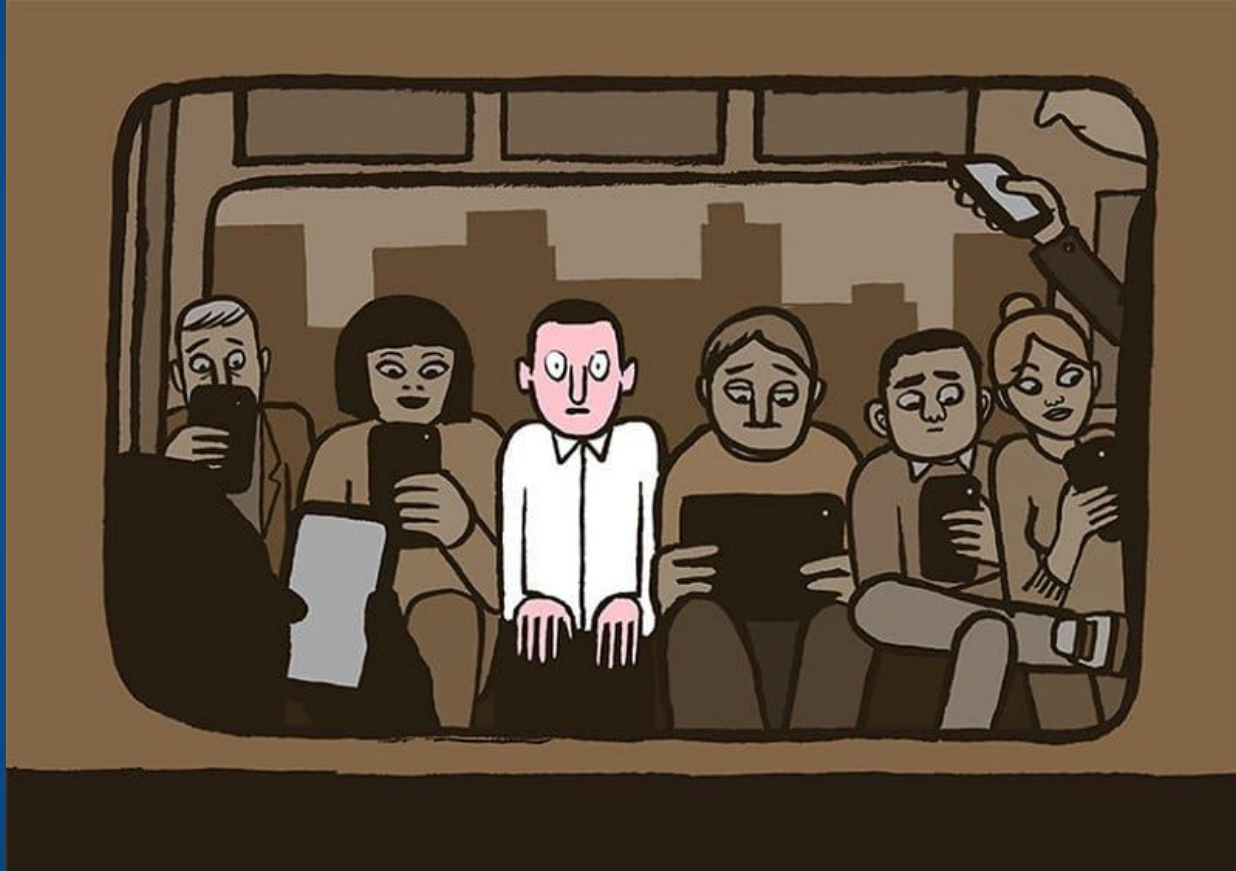
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Speech 27



Speech 28



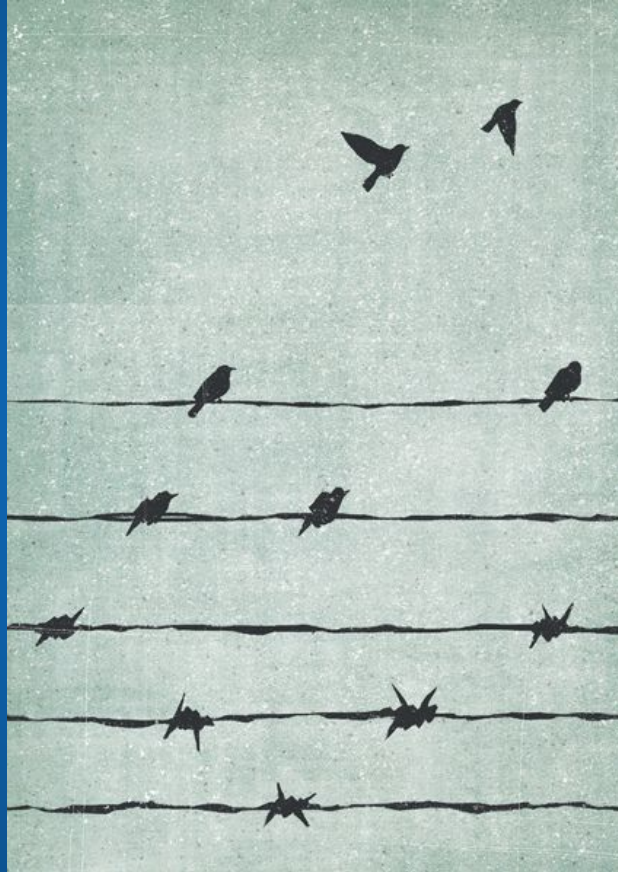
Speech 29



Speech 30



Speech 31



Speech 32



Speech 33



Speech 34



Thank You