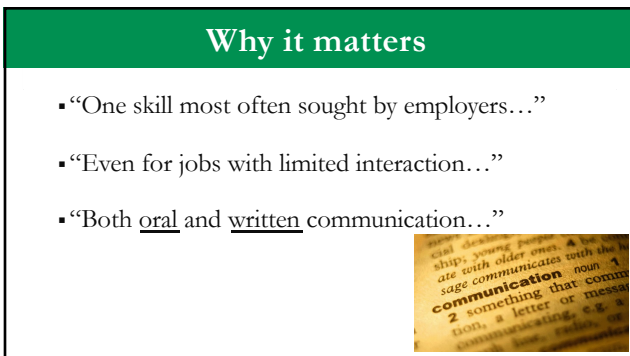




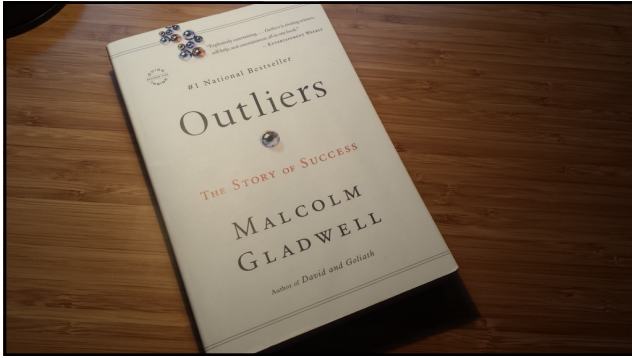
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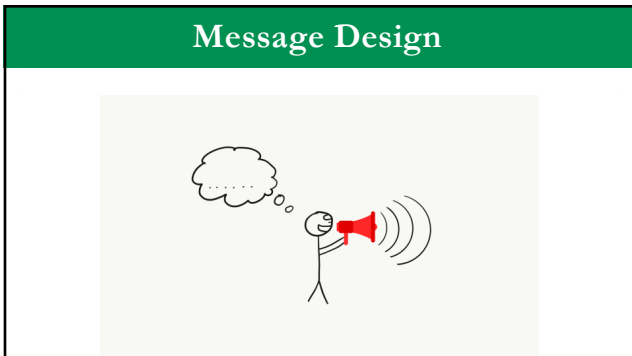
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4



5



6

“If you don’t know what you want to achieve in your presentation, your audience never will.”

Harvey Diamond

7

Pre-Writing

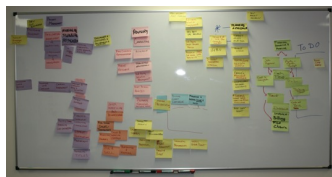
- General Purpose



8

Pre-Writing

- General Purpose
- Brainstorm



9

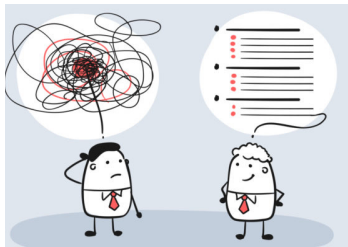
Pre-Writing

- General Purpose
- Brainstorm
- Thesis/Central Idea



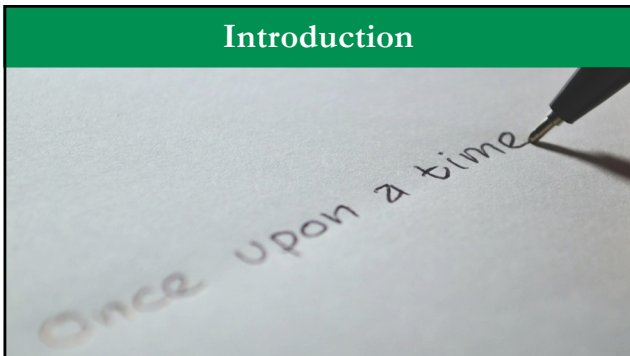
10

Outline




11

Introduction



12

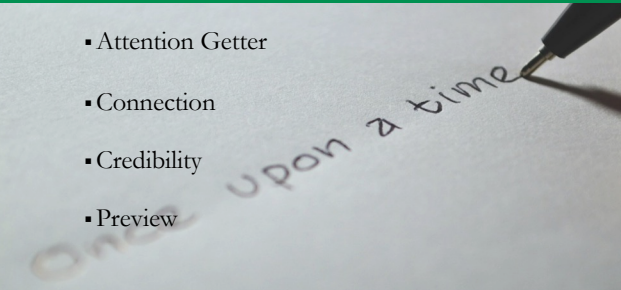
Attention Getter



- Quotation
- Question
- Startling statement
- Statistic
- Audio/visual aid
- Humor
- Anecdote

13

Introduction



- Attention Getter
- Connection
- Credibility
- Preview


14



15

Body

Figure out the **main points** you want to make.



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Supporting Material

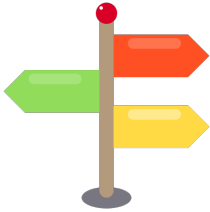
- Definitions
- Statistics
- Testimony
- Example



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Transitions


- Transition Statement
“Now that we looked at _____,
let’s look at _____.”
- Signposting
“The first reason...
the second reason...”



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Conclusion


- Review
- Connection
- Memorable Close



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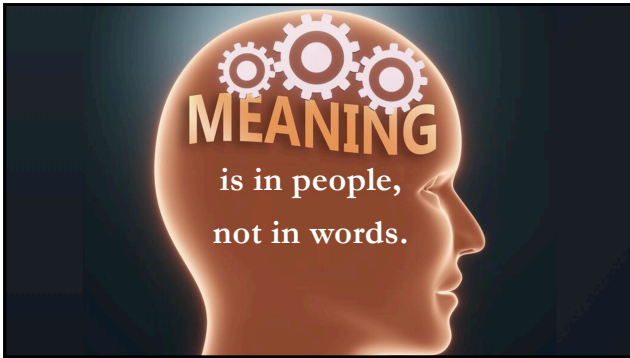


20



- She has a large home. How many square feet is it?
- He is quite old. How old is he?
- She watches a lot of TV. How many hours a day does she watch?
- That is an expensive car. How much does it cost?

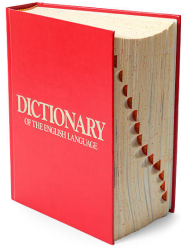
21



22


Language

- Arbitrary and ambiguous
- Use simple language
- Use specific language
- Use descriptive language



A red dictionary book with the words "DICTIONARY OF THE ENGLISH LANGUAGE" printed on the cover.

23



A stick figure holding a red stop sign with the word "STOP" written on it. To the right of the figure is an ampersand "&" followed by the word "Jot." in a red, cursive font.

What are takeaways from the “message” section?

24

Our Roadmap



- Message Design
- **Delivery**
- Practical Application

25

Phil Davidson




26



27

Overcoming Fear

- Focus on your audience.
- Use deep breathing exercises.
- Remember nervousness is normal.
- Prepare, prepare, and prepare.




28

Practice and Preparation

- Speaking outline
- Review notes
- Practice alone or with others
- Time your speech
- Practice with visual aids
- Videotape yourself
- Practice in front of a mirror
- Make necessary revisions

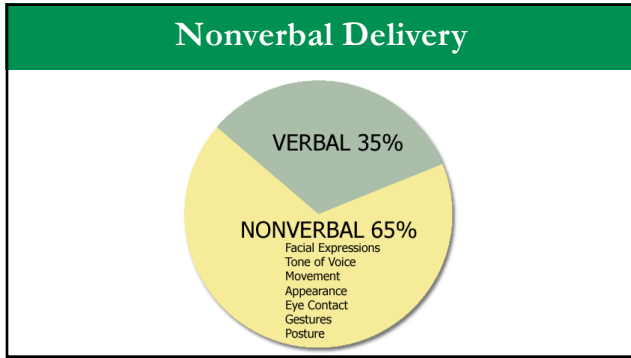
29

Delivery Tips

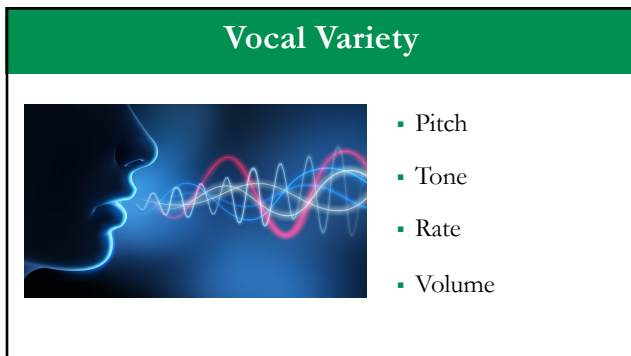


1. Practice
2. Know the room
3. Embrace the pause
4. Listen well
5. Expect to adapt
6. Don't worry about mistakes
7. Study the habits of others

30



31



32



33

Nonverbal Delivery



- Vocal Variety
- Vocal Fillers
- Eliminate distracting mannerisms

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Nonverbal Delivery



- Vocal Variety
- Vocal Fillers
- Eliminate distracting mannerisms
- Eye contact

35

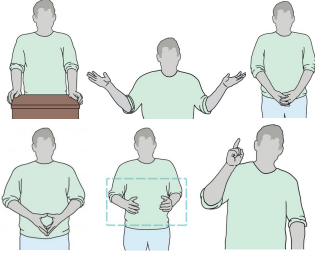
Nonverbal Delivery



- Vocal Variety
- Vocal Fillers
- Eliminate distracting mannerisms
- Eye contact
- Facial Expressions

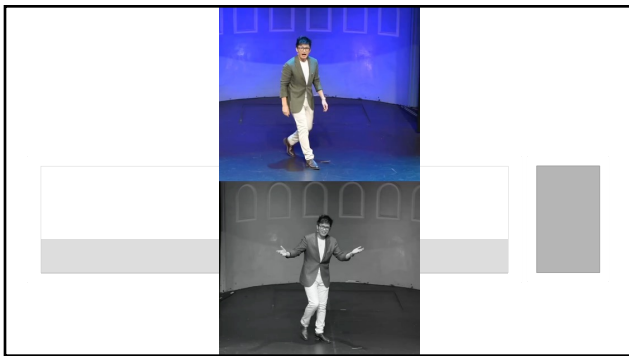
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Nonverbal Delivery



- Vocal Variety
- Vocal Fillers
- Eliminate distracting mannerisms
- Eye contact
- Facial Expressions
- Gestures

37



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Our Roadmap



- Message Design
- Delivery
- **Practical Application**

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Practical Application

- Tell about a regret you have in life.
- Tell about your professional role model.
- Describe your perfect day.
- What management characteristic would you most like to learn or improve upon?

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