

# PUBLIC SPEAKING SKILLS



# Table of Contents

## ***Section A: Fundamentals Of Public Speaking***

**Chapter 1: An Insight into Public Speaking**

**Chapter 2: Public Speaking and You**

**Chapter 3: Your First Speech**

**Chapter 4: Inculcate Confidence while Speaking**

**Chapter 5: Overcoming Your Fear**

## ***Section B: Preparing Your Speech***

**Chapter 6: Picking a Topic**

**Chapter 7: Knowing Your Audience**

## ***Section C: Developing Your Speech***

**Chapter 8: Organizing Your Speech**

**Chapter 9: Outlining Your Speech**

## ***Section D: Presenting Your Speech***

**Chapter 10: Preparing Your Visual Aids Effectively**

**Chapter 11: Delivering Your Message Effectively**

**Chapter 12: Questions**

## **Section A:**

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# **Fundamentals Of Public Speaking**

# Chapter 01 - An Insight into Public Speaking

Communication is a vital key in this new century. It gives an edge to keep abreast with the fast pace of the times. Public speaking definitely works towards this goal.

The diversity of opinions today, which are often controversial, has increased the need for public speaking. People need to voice out their views to function well in society. For some four thousand years, public speaking has been the key in building and keeping a democratic society and way of life. Its influences are vast and affect almost all aspects of life, such as the way we think or act. It is also used in court proceedings, in congress, and even in the plain setting of a classroom.

Speaking in public can sometimes be a real challenge, if not a source of embarrassment; not only to normal people, but even to persons of high rank such as scholars, doctors, artists and entrepreneurs. They may have hesitations in facing an audience, often accompanied by sweaty palms, stuttering, and the tip-of-the-tongue phenomenon. These dilemmas often cause untold problems to the speaker (especially in self-expression) and unpleasant effects to the audience.

You probably got this book because you are up for a speech delivery soon and you need valuable tips. Or perhaps, you saw the link between success and effective speaking, and have realized this can help you. Hopefully this book would do just that.

Technical terms or jargons in public speaking are explained here, and in a humane way, to help you grow as a good public speaker.

There are scores of books on public speaking. But few really give practical help. This book aims to do what other books have not in terms of giving direct beneficial information.

Careful thought has been given to people who really love to speak publicly but do not have the luxury of time to prepare for such. This will help you make your next speech

a great one, and become better with each succeeding speech. It aims to help people write and deliver an interesting, clear, and cogent speech quality. This book also tries to answer the questions and fears of the occasional speaker.

Included also in this book is a summary of experiences in public speaking, and how they have led to success.

Aristotle said “a speaker needs three qualities – good sense, good character, and goodwill toward his hearers.” Thus, public speaking is also about developing speakers, and ultimately, decent human beings.

Whether the speech is short or long, the same rules apply, like the rule of *preparation*. The habit of preparing makes good speakers. Some would say that they speak from “inspiration,” when in fact they have been preparing their speeches all their lives.