

Public Speaking

Course Overview

This course will introduce students to public speaking, including identifying your audience, creating a basic outline, organizing the program, fleshing it out, putting it all together, being prepared, overcoming nervousness, and delivering your speech.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
Workshop Objectives	
<u>Module 02 - Identifying Your Audience</u>	7m
Identifying Your Audience	
Performing a Needs Analysis	
Creating an Audience Profile	
Identifying Key Questions and Concerns	
Case Study	
<u>Module 03 - Creating a Basic Outline</u>	8m
Creating a Basic Outline	
Outlining the Situation	
Identifying the Task That Had to Be Performed	
Listing the Actions You Took	
Revealing the Results	
Case Study	
<u>Module 04 - Organizing the Program</u>	8m
Organizing the Program	
Making Organization Easy	
Organizational Methods	
Classifying and Categorizing	
Case Study	
<u>Module 05 - Fleshing It Out</u>	8m
Fleshing It Out	
Identifying Appropriate Sources	
Establishing Credibility	
The Importance of Citations	
Case Study	

<u>Module 06 - Putting It All Together</u>	7m
Putting It All Together	
Writing Your Presentation	
Adding a Plan B	
Reviewing, Editing, and Rewriting	
Case Study	
<u>Module 07 - Being Prepared</u>	7m
Being Prepared	
Checking Out the Venue	
Gathering Materials	
A 24 Hour Checklist	
Case Study	
<u>Module 08 - Overcoming Nervousness</u>	7m
Overcoming Nervousness	
A Visit from the Boss	
Preparing Mentally	
Physical Relaxation Techniques	
Appearing Confident in Front of the Crowd	
Case Study	
<u>Module 09 - Delivering Your Speech (I)</u>	7m
Delivering Your Speech (I)	
Starting Off on the Right Foot	
Using Visual Aids	
Checking the Volume of Your Voice	
Case Study	
<u>Module 10 - Delivering Your Speech (II)</u>	5m
Delivering Your Speech (II)	
Adjusting on the Fly	
Gauging Whether Breaks Are Required	
Wrapping Up and Winding Down	
Case Study	
<u>Module 11 - Questions and Answers</u>	7m
Questions and Answers	
Ground Rules	
Answering Questions That Sound Like an Attack	
Dealing with Complex Questions	
Words from the Wise	
Case Study	
Course Closure	

Total Duration: 1h 13m