Public Speaking Workshop

- Consult posted schedule for TIME and ROOM
- Toastmaster’s session
- Order random
- Must be ready when called
  - Starting ON TIME
  - 1 presenting, 1 on deck (sitting in front row ready to go)
  - Attendance mandatory on scheduled day, optional on all others
  - In the bathroom = absent
- One printed page for doc-cam or physical prop (optional)
- 42 presentations / session (max)
  - 90 seconds (timed)
  - 1 question from audience
  - ~1 minute feedback session

Format

- Introduce yourself
- What I’m going to tell you
  - 2 specific points
- Say it
  - Address each point specifically
- What I told you
  - Summary of entire talk
- Are there any questions?
  - Indicates you are done
- Repeat question before answering
  - Paraphrase
Answering Questions

• Repeat the question
  – So entire audience hears the question
  – To clarify the question that you will answer
• Advantages
  – To buy time to think
  – To modify the question
  – To include the entire audience in the discussion

Things to Avoid

• Body
  – In one spot
  – Pacing
  – Outside of the focal point
• Hands
  – In pocket
  – Wringing
  – Motionless
  – Arms Crossed
Things to Avoid

- Pointers
  - Laser
  - Mouse
  - Finger
- Fillers
  - Um
  - Like
  - Basically
- Language
  - Inappropriate
  - Fast Talk

Things to Include

- Humour
- Energy
- Personal Anecdotes

- Rule of Thumb
  - Technical Report
    - As boring as possible
  - Technical Presentation
    - As interesting as possible