Just in Time Delivery:
A Public Speaking Manual

Based on the work of Grace Giorgio and the JIT SIIP
Funded by AE3
Organization

• Why does public speaking matter?
• Delivery of an oral presentation.
  • Vocal elements of delivery.
  • Non-vocal elements of delivery.
• Group presentations
Why does public speaking matter?

• Employers want college graduates with strong oral skills!
  • Iowa state - 52 employers in engineering, business and health listed 165 different types of communication skills. Oral communication was found to be the **MOST** important.
  • Other examples are everywhere!
Delivery

“A speech is not an essay standing on its hind legs!”

James A. Winans

A good speech is successfully delivered!

This includes:
• Delivery method
• Verbal delivery
• Non-verbal delivery
Delivery Methods

There are four different methods of oral delivery:
1. Reading from a manuscript
2. Speaking from memory
3. Impromptu speaking
4. Extemporaneous speaking
* We will talk briefly about the last three.
Speaking from memory

- Novice speakers tend to memorize their speeches.
- It can be appropriate for brief speeches where the language must be VERY precise.
  - Awards
  - Formal announcement
- Breaks down as speech gets longer...it is hard to memorize an hour speech.
- If you forget where you are or get off track...can lead to awkward pauses.
Impromptu speaking

• “Winging it”

• Sometimes you have to do it, you are asked to answer a question, or even give a brief presentation.

• Brevity is a virtue:
  • Keep in mind your audience’s knowledge and expectations
  • Try to structure your remarks

• While we all do this, it is best to avoid impromptu speaking for formal presentations.
Extemporaneous speaking

• A well-prepared and conversational style of delivery, often relying on key points.
• The gold standard of delivery!
• Appropriate in most situations.
• Requires preparation (e.g. – outline of a talk)
• Requires rehearsal
• Allows you to exhibit good vocal and non-vocal delivery.
Vocal elements of delivery

• Volume
  • How loudly you speak.
  • Should speak loudly enough that the furthest audience member can hear you.
  • Should not speak so loudly that you are audience is annoyed.

• Maintain – you should keep a certain volume level throughout your speech.
• Vary – changing your volume is an effective way to emphasize certain points.
Vocal elements of delivery

• Rate
  • How quickly you speak.
  • We tend to speak more quickly (too quickly) when we are nervous. Your audience needs time to absorb your points.
  • Speaking too slowly can be boring, your audience may stop paying attention.
  • The tolerance for speaking rate is between these two extremes.
  • Vary – again, may help to emphasize certain points.
  • Pauses – can help you to maintain an appropriate rate.
Vocal elements of delivery

• Tone
  • How do you actually sound to your audience?
    • Ex: Do you sound like you care about your project?
    • Ex: Do you sound professional?
    • Ex: Are you too excited about the problem?
  • Be careful to convey a tone that is appropriate to the speech.
Vocal elements of delivery

• Verbal Fillers
  • Words that do not, by themselves, convey any information
    • “uh”, “um”, “like”, “you know”
  • Can be OK in conversational speech, because of turn taking
  • Are more noticeable when giving a public speech, because you have the floor to yourself.
  • Can be distracting to the audience, do your best to minimize.
Non-Vocal elements of delivery

• Posture
  • How you present yourself to your audience matters!
  • Your posture promotes your credibility as a presenter.
  • Good posture allows audience to focus on what you are saying instead of who is saying it.

• Poor posture:
  • Stooped shoulders
  • Head down
  • Hands in pockets
  • Swaying body
  • Shifting feet
  • Leaning on objects
Non-Vocal elements of delivery

• Eye contact
  • Look your audience in the eye!
  • Establishes that you are communicating with the audience, helps to maintain interest, and increases your credibility and believability.
  • You should be making eye contact during 70-80 percent of your presentation.
  • Refer to notes only when necessary.
  • Make eye contact with the entire audience, do not focus on one portion.
Non-Vocal elements of delivery

• Gestures
  • Body movements can help the audience to “see” the structure of the speech.
  • Helps to maintain interest and emphasizes specific points.

  • Also helps to counteract stiffening, which many speakers do when standing in front of an audience.
  • Ex: use your fingers to count or illustrate points and counterpoints with your two hands.

  • Practice – gestures are more effective if they appear natural and spontaneous
  • Overuse – too much gesturing can be distracting
  • Underuse – appear stiff
Non-Vocal elements of delivery

• Movement
  • It is not necessary to hide remain in one spot of the room.
  • Moving around can help to maintain the interest of your audience during a longer presentation.

  • Ex: Point out specific aspects of a visual aid you want to bring attention to.
  • Ex: Move from front to back of room to engage more of audience.

• Balance – too little movement is boring, too much is distracting
Checklist and Summary

Dos:
- Stand up straight
- Use appropriate volume
- Use appropriate rate
- Use vocal variation
- Use appropriate tone
- Make eye contact with all of audience
- Use natural pauses instead of verbal fillers
- Gesture
- Smile appropriately
- Dress for success
- Practice

Don’ts:
- Keep hands in pockets
- Lean on the table or wall
- Wear ball caps, shorts, etc...
- Read your notes/avoid looking at your audience
- Only look in one direction
- Turn your back on your audience to show visual aids
- Sway and shift feet
- Fidget
- Slump
- Use verbal fillers
- Mumble
Non-Vocal elements of delivery
Group Activity

• Break into your groups
• 5 minutes to prep
• 3 minute presentation of your project

• Discuss, what did and did not work?
Group Presentations

• These techniques apply to both individual and group presentations.
• Group presentations offer additional opportunities for a great presentation.

1. Spread workload between group members.
   * gather more and different information.
2. Group presentations often better understood.
3. Can make the project more efficient in general.
Pitfall of Group Presentations

• A successful group presentation does not simply divide the talk into sections that are developed independently.

• Such presentations tend to be “stiff” and not very engaging.
Suggestions for group presentations

• Consider making a few simple rules
  • “Be on time”
  • “Come prepared to all meetings”
  • “Each member of the group will respect others’ ideas”
  • You can even set up rules for communication during meetings.
Suggestions for group presentations

• **Meet early on to lay out your goals**
  • They can go beyond “finish project”
  • May include goal for team atmosphere
  • May include what you want to learn

• **Good group work takes time**
  • Have a conversation about everyone’s schedules
  • Having a plan can help you avoid panicked last-minute meetings
Suggestions for group presentations

• Meet face to face as much as possible
  • Meeting will help you identify each others’ strengths and weaknesses
  • You will learn each others’ speaking styles
  • Helps everyone to be accountable

• Accept that conflict and disagreement sometimes happen
  • You will not always agree
  • Encourage an environment where everyone can discuss perspectives
  • If you cannot resolve disagreements on your own, find a mediator
  • Seek consensus and compromise!
Suggestions for group presentations

• Rehearse as a team!
  • Helps you to smooth transitions.
  • Can help you with non-verbal elements of a presentation.
  • Introduce the speakers and what they will talk about.
  • Practice moving from slide to slide.