

## Month 8

### Optional – Public Speaking

**This month you will look at ways of increasing your public speaking technique and skills.**

#### **Reading:**

*An excellent reading choices to help with public speaking technique and skills.*

- 1) **Speak Like Churchill, Stand Like Lincoln: 21 Powerful Secrets of History's Greatest Speakers.** LANGUAGE ARTS & DISCIPLINES / Public Speaking & Speech Writing. James C. Humes, (2002).  
<https://search.ebscohost.com/login.aspx?direct=true&db=nlabk&AN=381305&site=ehost-live>
- 2) **The Experience Economy: Work Is Theatre & Every Business a Stage: The Art to Public Speaking.** Harvard Business School Press. Pine, B. Joseph. -Gilmore, James H, (1999).  
<https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=11942632&site=ehost-live>
- 3) **100 Ways to Boost Your Self-Confidence: Believe in Yourself and Others Will Too: Be Confident to Public Speak.** Career Press. Barton Goldsmith, (2010).  
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=350910&site=ehost-live>

#### **Online Articles:**

*An excellent range of online articles for improving public speaking skills.*

- 1) **Better Public Speaking: Becoming a Confident, Compelling Speaker.** Sandra Campbell, (2021). <https://www.mindtools.com/CommSkll/PublicSpeaking.htm>
- 2) **Improving Public Speaking Skills.** BBC Council, (2021).  
<https://www.teachingenglish.org.uk/article/public-speaking-skills>
- 3) **Enhancing Public Speaking Skills.** Jan Schneider, Dirk Börner, Peter van Rosmalen and Marcus Specht, (2019). [Microsoft Word - Presentation Trainer in the wild3-6.docx \(core.ac.uk\)](#)

### Video:

- **Communication Coach, Alex Lyon**

<https://www.youtube.com/watch?v=i5mYphUoOCs>

### Talking Points:

*The 4-point topic areas for the talking part of 'Public Speaking' skills:*

- 1) What public speaking experience have you had so far?
- 2) What roles have you applied to which have required a live presentation as part of the interview process?
- 3) How do you think a successful public speaker should be?
- 4) Do you feel confident to do public speaking?
- 5) What capacity of people do you feel comfortable conducting public speaking to?
- 6) In your opinion, what is the difference between a key note speaker and public speaker?

### Activity:

*Conduct a role play of a public speaking situation (choosing a topic or presentation for a job role) and present for 10 minutes.*

- 1) Was the presentation engaging
- 2) Was there an opening, middle and conclusion
- 3) Did the presentation stick to 10 minutes? ( no more and no less)
- 4) During the public speaking activity – What key words were used to engage the audience?
- 5) As a mentor – can you remember the gist of the presentation?
- 6) Why do you think public or key note speaking is a powerful tool?
- 7) Outline key points as to why being confident when conducting public speaking is vital?

- *Once completed the activity, the mentor to highlight strengths and any weaknesses of the task.*

**Please update your meeting record on the IoH website and schedule the next meeting and update your goals.**

- *Do the goals require any updating? How is the mentee proceeding in meeting the goals?*
- *Are you having any problems making meetings?*