

Artificial Intelligence for Clean Energy Workshop

# Foundations For Effective Public Speaking

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# Presentation Outline

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Introduction **01**

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Preparing Your Speech **02**

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Preparing for Your Speech **03**

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Giving a good Opening **04**

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Delivering Your Presentation **05**

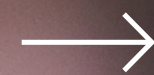
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Giving Your Closing **06**

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Final Thoughts **07**

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# PART 1

## PREPARING YOUR SPEECH

Understanding Your Audience

Understanding Your Objective

Outline your Speech

Find Your Story

PART 1

Preparing Your Speech

# UNDERSTANDING YOUR AUDIENCE

**Imagine this!**

You had a great weekend and you are sharing that information with a close member of your family.

Now, imagine you are sharing that same information with your boss.



PART 1

Preparing Your Speech

# UNDERSTANDING YOUR OBJECTIVE

TO INFORM?

TO INSPIRE?

TO PERSUADE?

TO ENTERTAIN?

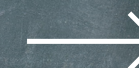
PART 1

Preparing Your Speech

# OUTLINE YOUR SPEECH



Introduction  
Body  
Conclusion



'Tell them what you're going to tell them'

'Tell them'

'Tell them what you told them'



PART 1

Preparing Your Speech



LET ME TELL YOU A STORY



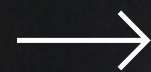


**PART 2:**  
**PREPARING FOR YOUR SPEECH**

Harnessing Your Body Language

Research Venue Essentials

Say Yes to the Microphone



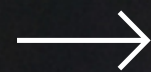


**PART 2:**  
**PREPARING FOR YOUR SPEECH**

Say Yes to the Microphone

Research Venue Essentials

Say Yes to the Microphone



# Harnessing Your Body Language

A man with a beard, wearing a dark hat and a grey turtleneck sweater, stands on a stage. He is pointing his right hand towards the left side of the frame while holding a stack of papers in his left hand. The background is dark with some stage lights visible.

Facial Expressions

Eye Contact

Gestures



# FACIAL EXPRESSIONS

Let's do this activity together.

Try to express these thoughts without words:

- "I am thrilled that I am getting a raise."
- "I am worried about tomorrow."
- "Lemons are too sour for me."
- "I am suspicious about what he did."





# EYE CONTACT

PART 2

Preparing For Your Speech



# GESTURES

Lets try this activity together. Using only your hands, convey the following:

- “It’s OK.”
- “I give up.”
- “He’s crazy.”
- “We will be victorious.”



# Research Venue Essentials

Room Dynamics

Equipment

Personal Essentials

PART 2

Preparing For Your Speech

# ROOM DYNAMICS

- Type of Room
- Sitting Arrangement
- Lighting
- Podium/Lectern
- Audio Visual Equipment



PART 2

Preparing For Your Speech



PART 2

Preparing For Your Speech

# BACKUP ESSENTIALS



A close-up photograph of a hand holding a silver, mesh-covered microphone. The hand is positioned in the center, with the microphone head pointing upwards. The background is a blurred image of a person wearing a light blue, patterned shirt, suggesting a public speaking or performance setting. The lighting is dramatic, with strong highlights and deep shadows.

# Say Yes to the Microphone

# Managing Fear & Anxiety

A close-up photograph of a man with dark skin and short hair, wearing a light blue dress shirt and a dark vest. He has his eyes closed and is covering his face with both hands, with his fingers spread across his eyes and forehead. The background is a plain, light-colored wall with some subtle texture.

Before Your Speech

During Your Speech

After Your Speech

# Rehearsing Your Presentation

Rehearse the Content

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Practice with  
Emotions

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Practice, Practice  
Practice

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**PART 3:  
GIVING A GOOD OPENING**

Don't Be Basic!

Lets Get Creative!





# Don't Be Basic



# Plan Your Opening

PART 3

Giving a good Opening

A person in a dark suit is seen from behind, standing in front of a blurred audience in a conference room. The audience is seated at tables, and a laptop with a glowing blue light is visible on a table in the foreground. The background is out of focus, showing several people in business attire.

## **PART 4: DELIVERING YOUR PRESENTATION**

Develop Vocal Variety

Reduce the Use of Crutch Words

Use Visual Aids

Technical Mishaps



PART 4

Delivering your Presentation

How can I help you?

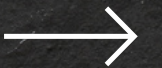


# DEVELOP VOCAL VARIETY

● listening...

Using only the sounds of “Ha!” “Hmm,” and “oh!” convey the meaning of the following:

- It’s the biggest thing I’ve ever seen!
- I’ve fallen and can’t get up!
- I’ve got a crush on him/her.
- That soup is disgusting and spoiled.
- I got an “A” in my Speech Final!



PART 4

Delivering your Presentation

# REDUCE CRUTCH WORDS

"Um... err... Ah... So... You Know...  
Like... Right?... Well, basically"



PART 4

Delivering your Presentation

# USING VISUAL AIDS



SINCE  
STARTS

**PART 5**  
**GIVING A STRONG CLOSING**



STARTS

# Handling Your Q and A



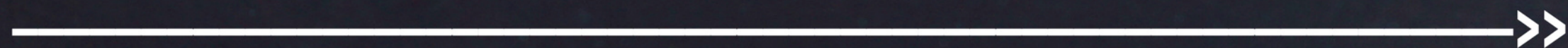


# Don't Forget a strong Finish

PART 5

Giving a Strong Closing

FORGET THE MISTAKE  
REMEMBER THE LESSON



THANK YOU