Award in Office Management and Administration

Lecture 9: Public Speaking and Presentation skills

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02/12/2025

Why are we scared of public speaking?

Is it your fear?

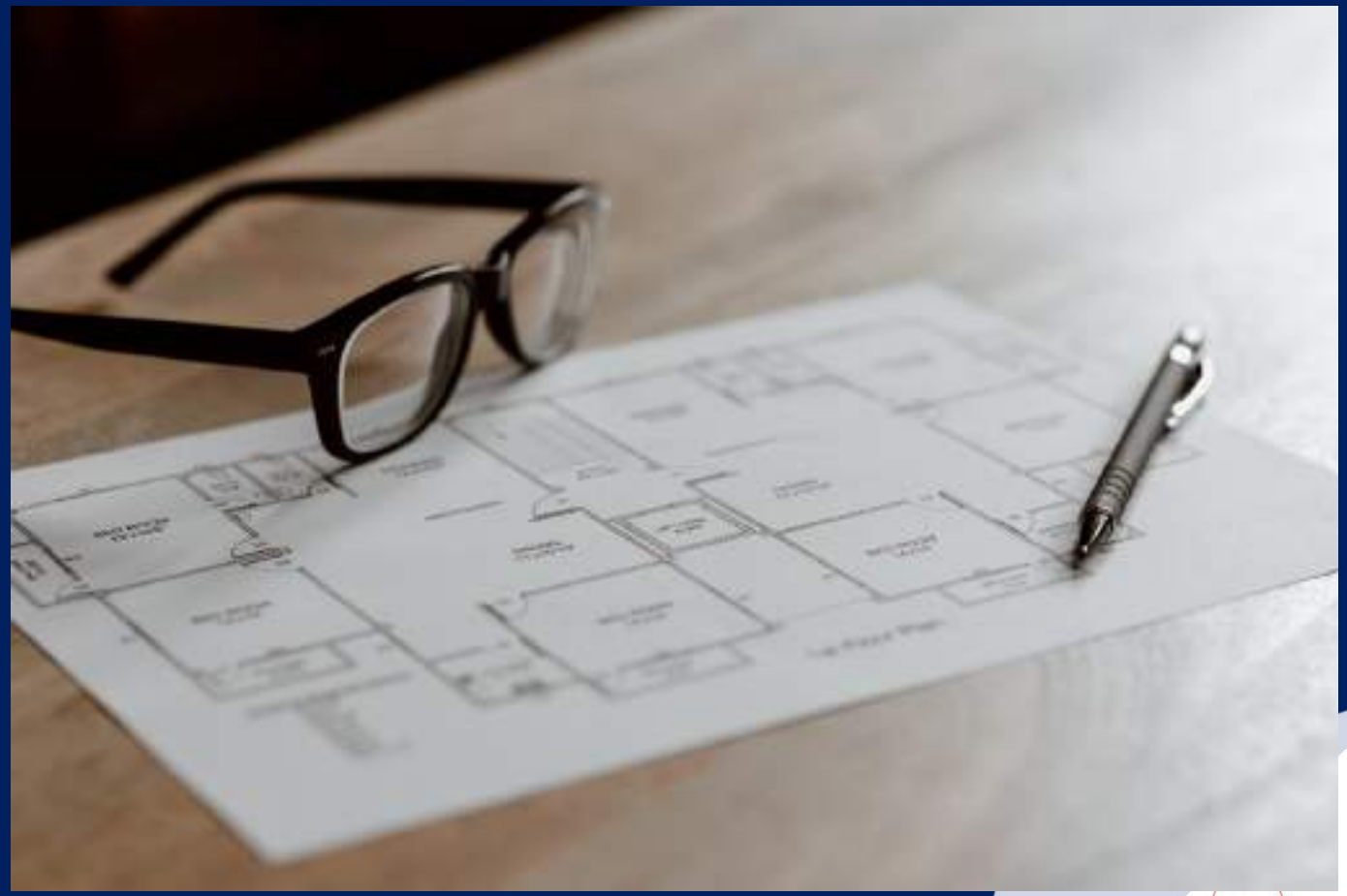
Beating this fear

B. R. I. E. F

- **B**elief
- **R**ehearse
- **I**nteresting
- **E**dit
- **F**un

Why is Public Speaking such an important skill

3 Main Reasons:



1. Career Progression

Why is Public Speaking such an important skill

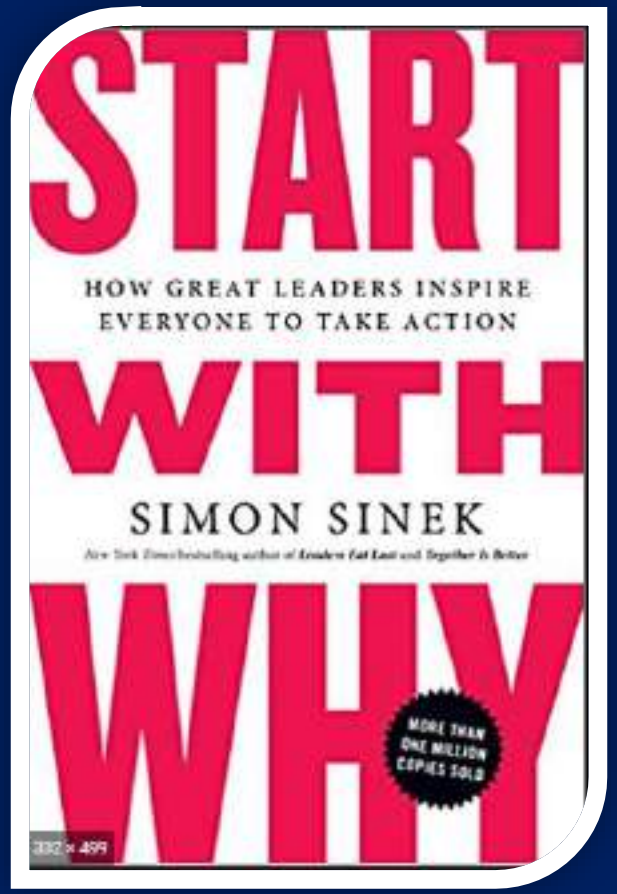
2nd Reason

- **Self-development**

Why is Public Speaking such an important skill

3rd Reason

- Social Wellbeing



Start with the why

1. It will help you in your leadership
2. It will give you clarity
3. Start from the end

How to ace at public speaking?

Body Language

- Facial Expressions
- Posture
- Movement
- Hand Gestures
- Vocal Variety
- Spatial anchoring

Engaging with your voice

1. Presence = posture + breath.
2. Pace and pausing
3. Slow down
4. Vocal variety enhanced
5. Smile

Storytelling in Action

1. Open yourself up.
2. Have a clear message. (Why should someone else care about it?)
3. Build an atmosphere.
4. Define a clear timeline.
5. Have a call to action.

PowerPoint Presentations

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Should you use slides?

3 centre questions to ask yourself

1. Do my slides make me redundant?
2. Who is my audience and how do they process information?
3. Do my slides help the audience visualize and follow the speech?

- Images
- Colours
- One memorable point
- Audio
- Video

Websites from where you can get images

- Pixabay
- Pexels
- Shutterstock
- Unsplash
- Flickr
- Adobe stock
- Storyblocks

10/20/30 rule

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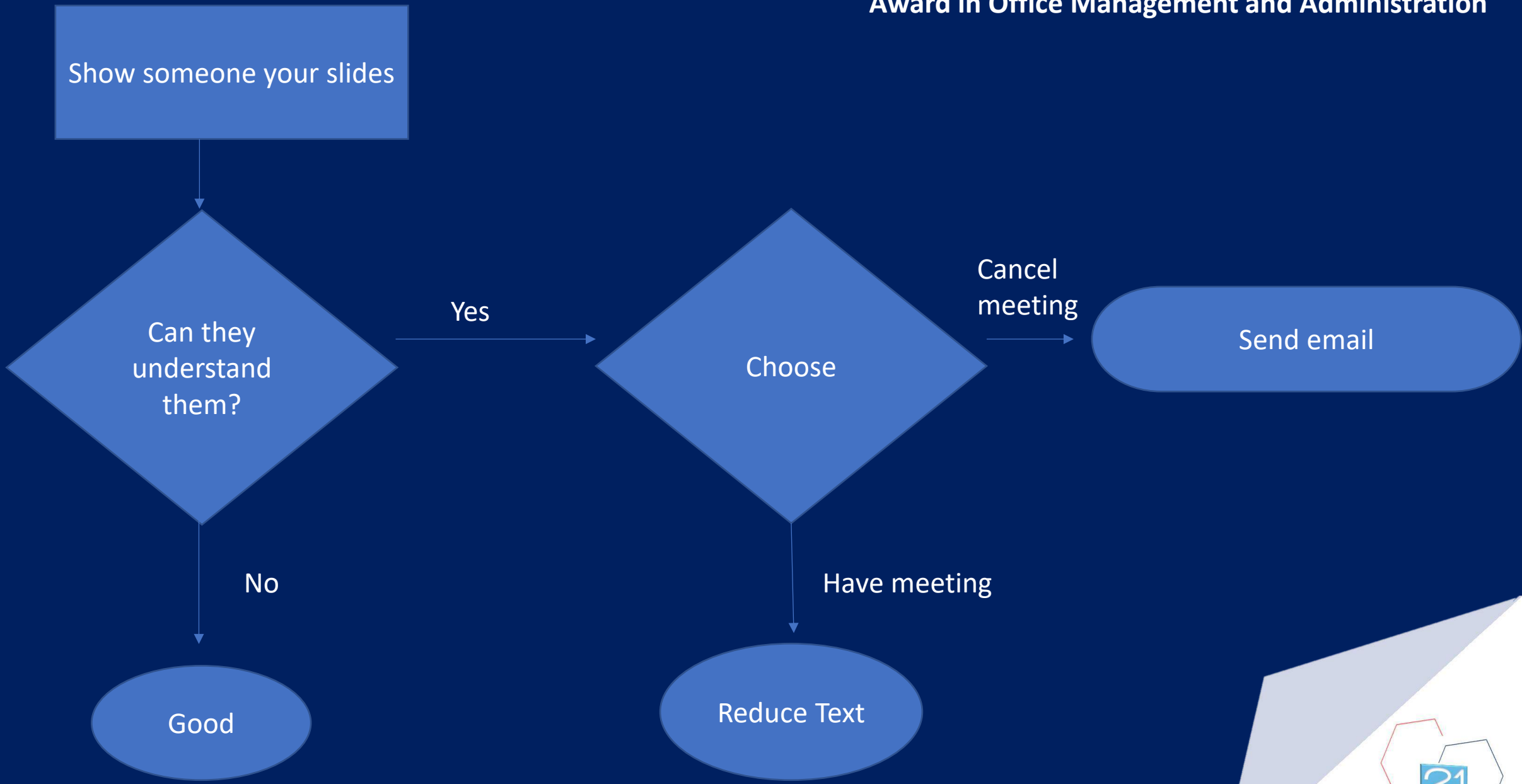
Show someone your slides
Can they understand them?
Yes
Choose
Cancel meeting
Send email
No
Have meeting
Good
Reduce Text

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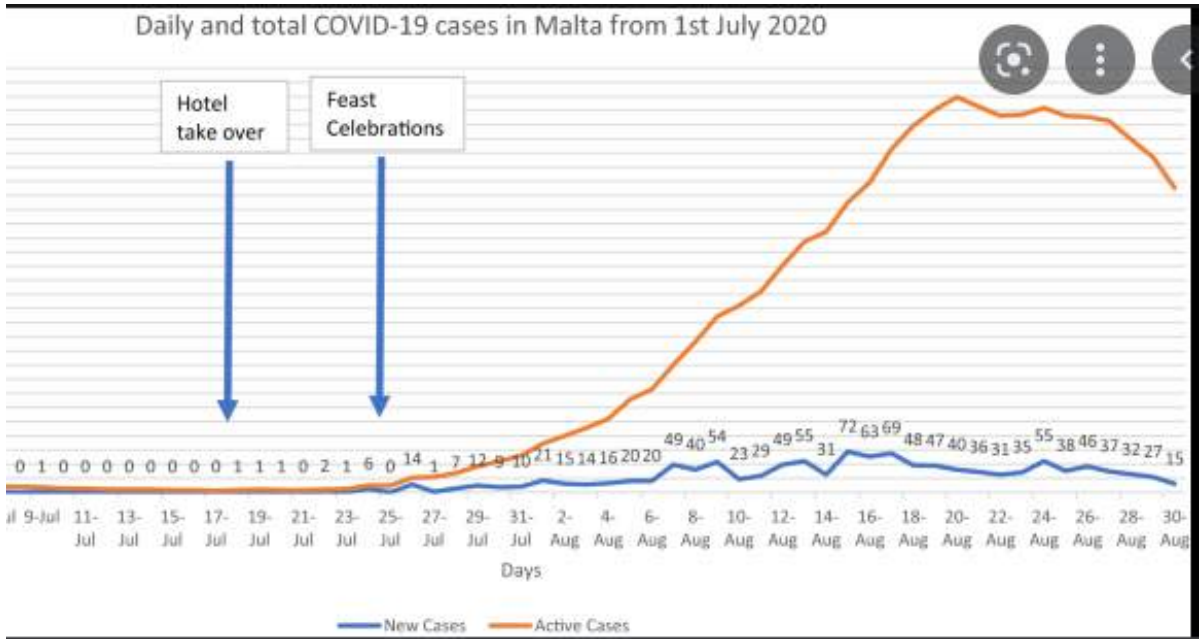
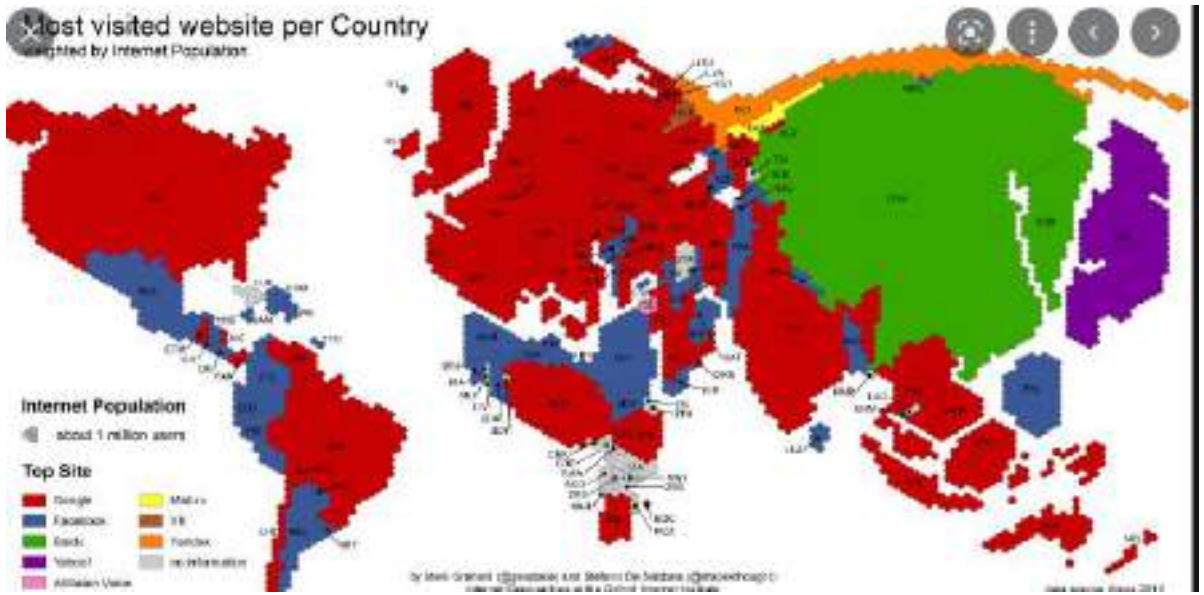
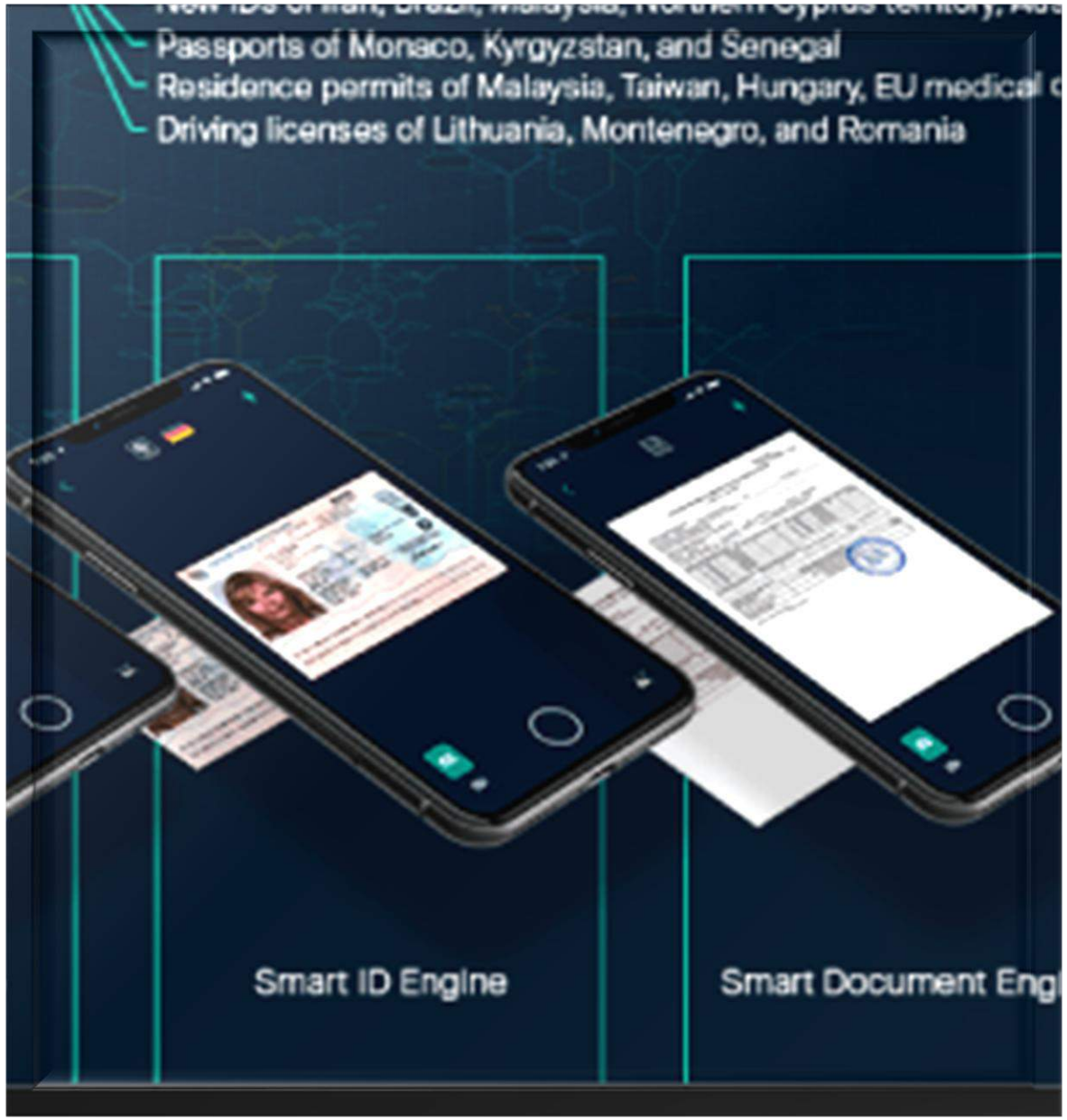

Daily and total COVID-19 cases in Malta from 1st July 2020
Hotel take over
Feast Celebrations
Days
New Cases
Active Cases


Most visited website per Country
Internet Population
Top Site


Passports of Monaco, Kyrgyzstan, and Senegal
Residence permits of Malaysia, Taiwan, Hungary, EU medical
Driving licenses of Lithuania, Montenegro, and Romania
Smart ID Engine
Smart Document Eng

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FOCUS

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IMPROMPTU
SPEAKING
SUCCESS

Impromptu speaking PREP

Point

Reason

Example

Point

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Speech Writing process

1. Identify your purpose
2. Know your audience
3. Add significance
4. Define your clear message
5. Establish your structure
6. Prepare a strong opening and strong ending
7. Rehearse

Different types of speeches

- **Speech to inform:** Increase the audience's knowledge, teach about a topic or issue, and share your expertise.
- **Speech to demonstrate:** Show the audience how to use, operate, or do something.
- **Speech to persuade:** Influence the audience by presenting arguments intended to change attitudes, beliefs, or values.
- **Speech to entertain:** Amuse the audience by engaging them in a relatively light-hearted speech that may have a serious point or goal.
- **Ceremonial speech:** Perform a ritual function, such as give a toast at a wedding reception or a eulogy at a funeral.

No Thank You slide!

Say it verbally

If you can speak, you can influence. If you can influence, you can change lives.