

Public Speaking Workshop

DCCPTA Winter Workshop

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My Purpose:

Are you effective at influencing change? Being an effective public speaker is important to be able to influence change in PTA. My purpose is to review basic public speaking skills that will prepare you to persuade individuals to your viewpoint by 1) speech organization and 2) speech delivery.

I. Organization

A. Introduction

1. Beginning / ending tie (I am encouraging you to vote in favor of bill 123)
2. One, two, or three main points only
3. Clearly state purpose (My purpose is to 1) show how this bill will benefit the students of Duval County and 2) explain how it save tax payers money)

B. Body

1. Points should be the same size
2. One fact per minute
3. Use personal experiences or examples (use examples that people can relate to).

C. Conclusion

1. Summarize points covered in speech
2. Summarize the purpose of speech
3. Beginning / ending tie (For these reasons I am encouraging you to vote in favor of bill 123)

II. Delivery

A. Voice variations

1. **Loud** soft
2. Fast **slow**
3. High **low**

B. Body language

1. Smile, Smile, Smile
2. Use proper hand gestures (must have a purpose for movement, do not cross arms)
3. Do not over use feet movement (must have a purpose for movement, example idea change)

C. Answering questions

1. If you do not know the answer say "I do not know, but" refer to an answer.
2. Try to organize answer in one, two or three ideas (points).
3. Make person asking the question feel good.
 - A. That's a good question.
 - B. I am glad you asked that.
 - C. I have been asked that question before.

My Conclusion:

I hope by teaching you the value of organizing a speech with a tightly written; introduction, body, and conclusion, you will be able to convince a individuals that your idea is a good one. By utilizing effective voice variation and by being aware of your body language you can effectively persuade individuals and groups. A well organized, well delivered can play an important role in motivating change. *Are you effective at influencing change?*