

Learn the Art of Public Speaking

Session-1:

How to Engage Your Audience?

Engaging your audience is critical to the success of your speech. When your audience is engaged, they are more likely to pay attention, remember your message, and take action on your ideas. Here are some techniques for keeping your audience engaged:

1. **Ask questions:** Ask your audience questions throughout your speech to get them thinking and actively participating in your presentation. You can ask for their opinions, experiences, or even for a show of hands on certain topics.
2. **Use humor:** Humor is a powerful tool for keeping your audience engaged and making your message more memorable. Use appropriate and tasteful humor to lighten the mood and make your presentation more enjoyable.
3. **Use storytelling:** Stories are a powerful way to connect with your audience and make your message more relatable. Use personal anecdotes or real-life examples to illustrate your points and make your message more memorable.
4. **Use visual aids:** Visual aids like slides, charts, and graphs can be a great way to break up your presentation and keep your audience engaged. Make sure your visual aids are relevant and easy to read from a distance.
5. **Use movement:** Move around the stage and use gestures to emphasize your points and keep your audience engaged. Make eye contact with different members of the audience to create a personal connection.
6. **Use props:** Props can be a fun and unexpected way to keep your audience engaged. Use props that are relevant to your message and help illustrate your points.

Session-2:

Handling Nervousness

It's perfectly normal to feel nervous before giving a speech or presentation. Even experienced speakers can feel anxious about their performance. However, nervousness can negatively impact your delivery and ability to connect with your audience. Nervousness is a natural response to a high-pressure situation. It's perfectly normal to feel nervous before giving a speech or presentation. Recognizing this and understanding that everyone experiences some level of nervousness can help you feel less alone and more confident in your ability to manage your nerves.

Here are some techniques for managing and overcoming nervousness when speaking in public:

1. **Practice:** Practicing your speech or presentation can help you feel more comfortable and confident with your material.
2. **Focus on your breathing:** Deep breathing exercises can help you calm your nerves and feel more relaxed.

3. **Visualize success:** Visualizing a successful presentation can help you feel more confident and in control.
4. **Reframe your mindset:** Instead of viewing nervousness as a negative, reframe it as a positive, energy-boosting force that can help you deliver a more dynamic and engaging presentation.
5. **Embrace imperfection:** Accept that mistakes and imperfections are a natural part of public speaking, and that it's okay to stumble or stumble over your words.

Session-3:

Being Authentic

Being authentic when speaking is critical to building trust and credibility with your audience. When you are authentic, you come across as genuine and sincere, which can help to establish a connection with your listeners. Here are some tips for being authentic while still being professional:

1. **Be yourself:** Don't try to be someone you're not. Be true to yourself and let your natural personality shine through. This will help you come across as genuine and authentic.
2. **Speak from the heart:** Speak from your own experiences and feelings. When you share personal stories or anecdotes, it helps to create a connection with your audience.
3. **Use conversational language:** Use language that is conversational and easy to understand. Avoid jargon or technical language that might alienate your audience.
4. **Be passionate:** Speak with enthusiasm and passion about your topic. When you are passionate about what you are saying, it comes across as authentic and engaging.
5. **Be honest:** Don't try to sugarcoat or hide the truth. Be honest about your opinions and feelings, even if they are unpopular. This will help you come across as authentic and trustworthy.

Session-4:

How to Acquire Efficiency?

1. EFFICIENCY THROUGH EMPHASIS AND SUBORDINATION
2. EFFICIENCY THROUGH CHANGE OF PITCH
3. EFFICIENCY THROUGH CHANGE OF PACE
4. PAUSE AND POWER
5. EFFICIENCY THROUGH INFLECTION
6. CONCENTRATION IN DELIVERY

Session-5:

Non-Verbal Communications and Speech Moderation

1. FEELING AND ENTHUSIASM
2. FLUENCY THROUGH PREPARATION
3. THE VOICE
4. VOICE CHARM

5. DISTINCTNESS AND PRECISION OF UTTERANCE
6. METHODS OF DELIVERY

Session-6:

Content

1. SUBJECT AND PREPARATION
2. INFLUENCING BY EXPOSITION
3. INFLUENCING BY DESCRIPTION
4. INFLUENCING BY NARRATION
5. INFLUENCING BY ARGUMENT AND SUGGESTION
6. INFLUENCING THE CROWD

Each Session: 30 minutes

Group Discussion: 20 minutes.

Practical Session-40 minutes.

Total: 240 minutes (4 hrs)

Course Fee: 1800 Tk.