

A microphone on a podium with a blurred audience in the background.

**Break The Ice**  
*Introduction to*  
**Public Speaking**

An abstract graphic composition featuring various icons and shapes. It includes gears of different sizes and colors (red, blue, orange), human silhouettes in profile, a lightbulb, a magnifying glass, a ladder, a bar chart, a document with checkmarks, a question mark, a padlock, a speech bubble, and a power plug. The background is a mix of dark grey, red, blue, and orange. A white horizontal line is positioned below the main title.

# Purpose

*Establishing the purpose of your speech*

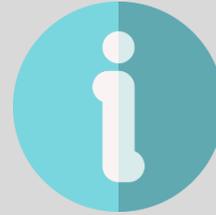
## Explore all your ideas



Final Idea



## Establish your Purpose



### Inform

Exposing your audience to new topic or idea  
To inform about the harmful effects of plastic on environment

### Inspire

Motivate your audience & challenge them  
To inspire about the benefits on meditation on mental health



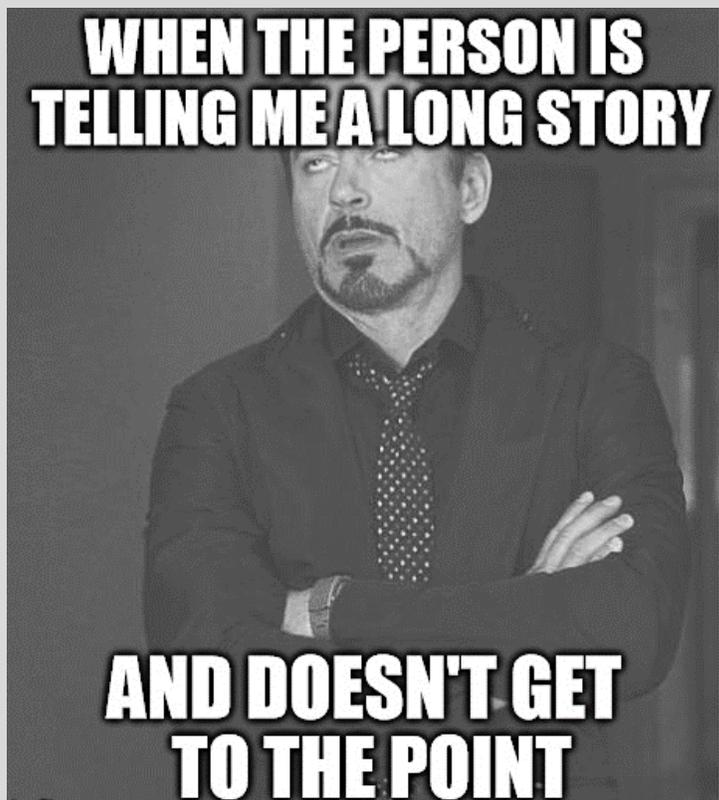
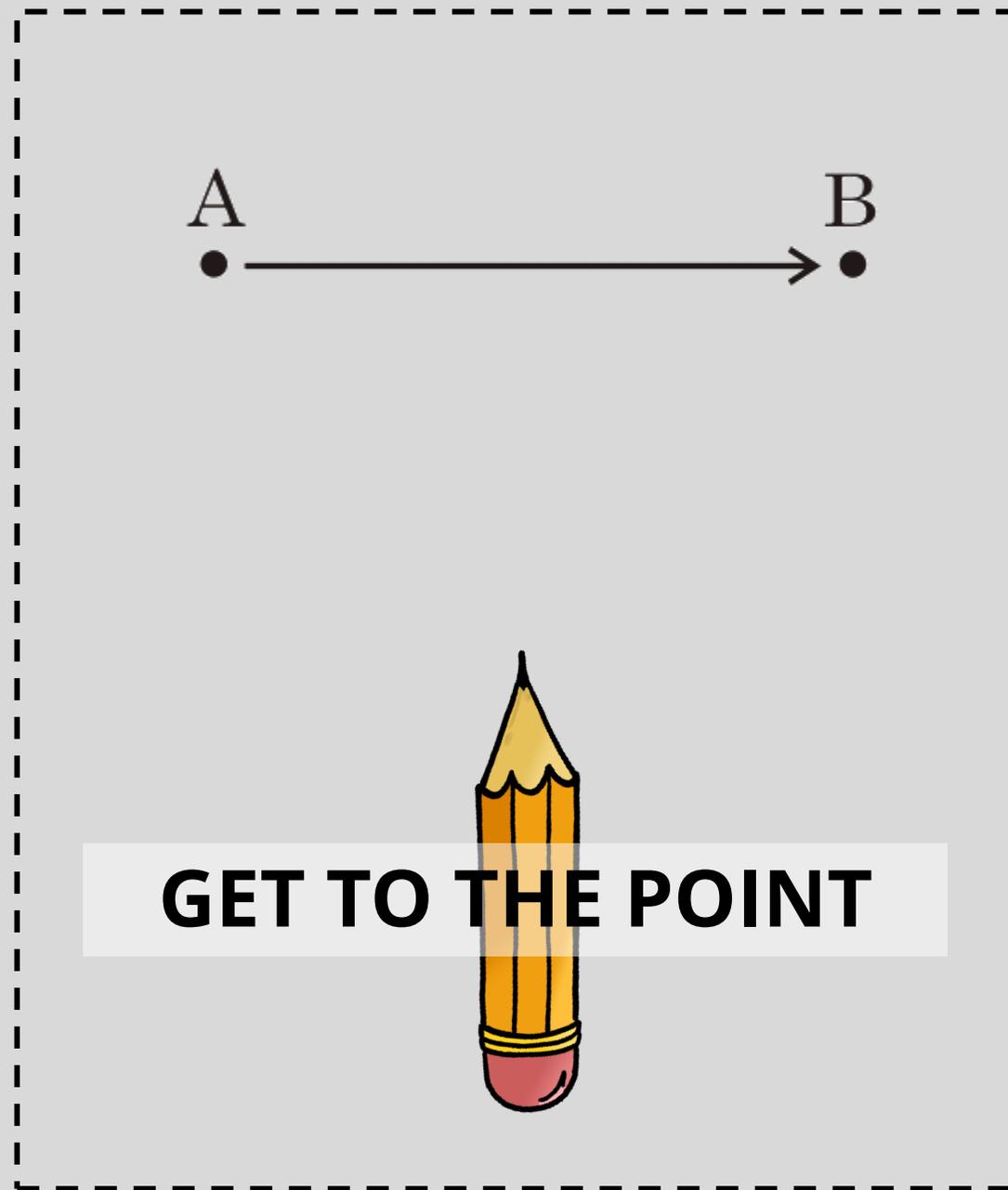
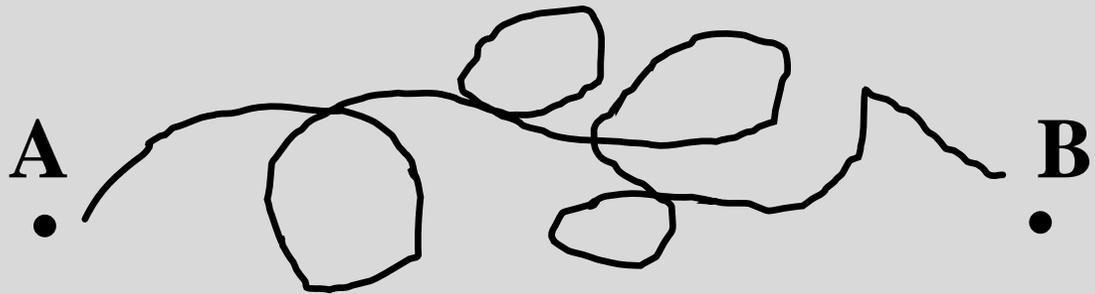
### Persuade

Influence the thinking or behavior of your audience  
To persuade the current generation to reduce, reuse and recycle

### Entertain

Provide an interesting diversion to your audience  
To entertain your audience with humorous stories from work





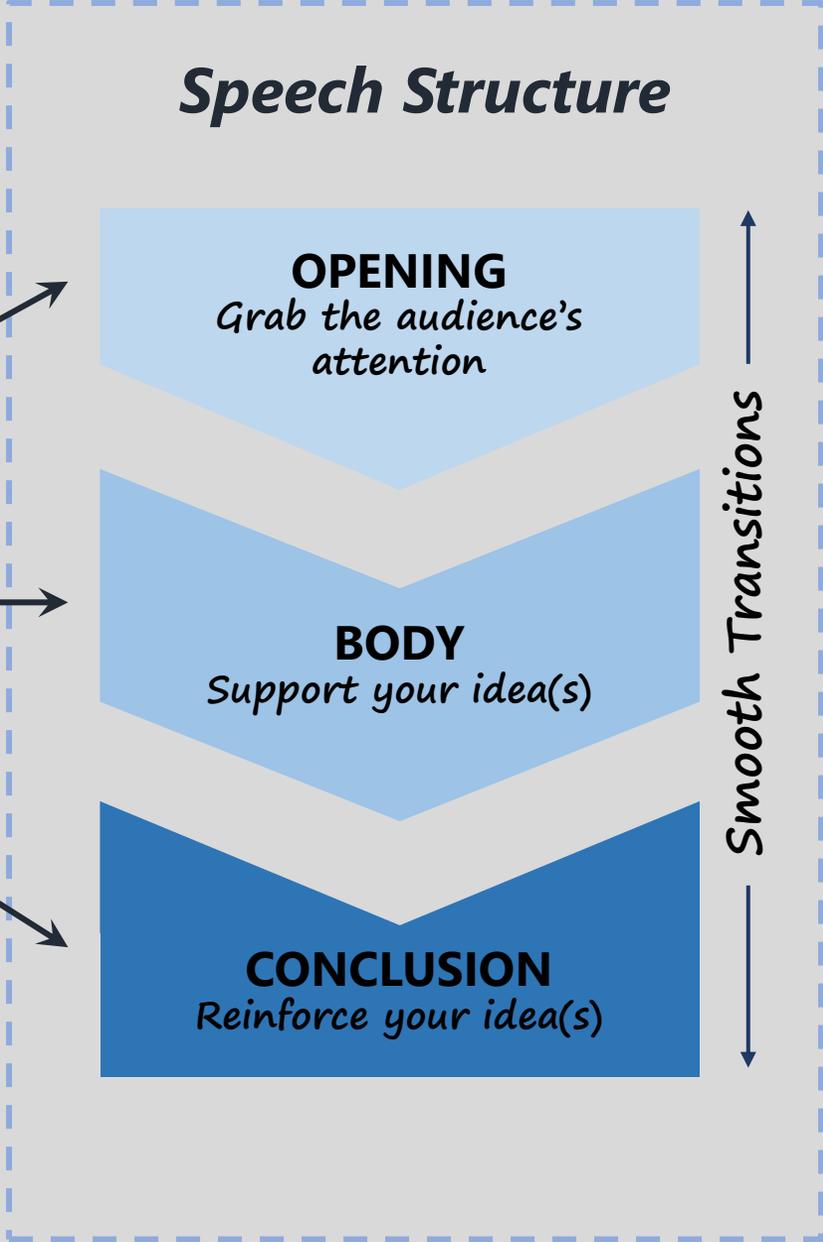


# Structure

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*Organize the speech based on your purpose/idea*





1

Select an appropriate outline

2

Make your message clear

3

Appropriate transitions

4

Strong opening and conclusion



# How to say it ?

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*Chisel your script to success*



1

## There are no rewinds

*Use simple words & short sentences*

2

## *There is a word for it*

*Find the right words and kill the cliches*

3

## *Don't say when you can show*

*Use vivid descriptions and imagery*

4

## *Rhetoric Works*

*Use Triads, repetition, analogies*

If Kennedy was planning the moon mission today....

“

*Our mission is to become the international leader in the space industry through maximum team-centered innovation and strategically targeted aerospace initiatives.*

What he said....

*Our mission is to “put a man on the moon and return him safely by the end of the decade.”*



1

*There are no rewinds*

*Use simple words & short sentences*

2

***There is a word for it***

*Find the right words and kill the cliches*

3

*Don't say when you can  
show*

*Use vivid descriptions and imagery*

4

*Rhetoric Works*

*Use Triads, repetition, analogies*

*Ashwini ran towards the food counter  
Ashwini dashed...  
Ashwini scurried...*



*Ganga was happy to hear the news  
Ganga was delighted to ...  
Ganga was ecstatic to...*



*This presentation is boring  
This presentation is mind-numbing  
This presentation is monotonous*



1

*There are no rewinds*

*Use simple words & short sentences*

2

*There is a word for it*

*Find the right words and kill the cliches*

3

***Don't say when you can show***

*Use vivid descriptions and imagery*

4

*Rhetoric Works*

*Use Triads, repetition, analogies*

*I was nervous before the speech*



*I was shaking and pulling my hair out before the speech*

1

*There are no rewinds*

*Use simple words & short sentences*

2

*There is a word for it*

*Find the right words and kill the cliches*

3

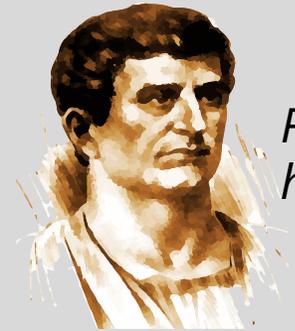
*Don't say when you can  
show*

*Use vivid descriptions and imagery*

4

**Rhetoric Works**

*Use Triads, repetitions, Analogies*



*For Brutus is an  
honorable man!*



*...that government of the  
people, by the people, for the  
people*



*I have a dream!*

*My mom always said life was like a  
box of chocolates. You never know  
what you're gonna get*



FORREST GUMP



# Body Language

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*Move with purpose*



# Stance

Eye Contact

Movement

Gestures

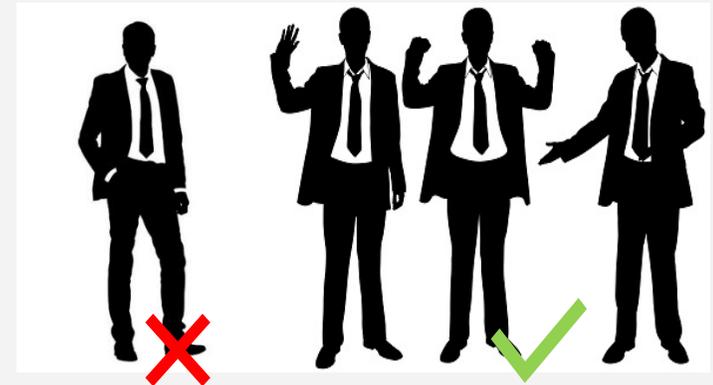
Facial Expressions

Maintain Upright Posture



Keep an Open Stance

Avoid positions indicating Nervousness



# Movement

Eye Contact

Stance

Gestures

Facial Expressions

*Use*  
**Presentation Space**



*Illustrate*  
**Transitions**





Move with **purpose**



Use **positive** gestures



Vary your **actions**



Add **visual aids**

# Gestures

Eye Contact

Movement

Stance

Facial Expressions



# Facial Expressions

Eye Contact

Movement

Stance

Gestures



Convey sincere **emotions**



Read the **audience**



Creates **dynamism**



Practice with a **mirror**

# Eye Contact

Facial  
Expression

Movement

Stance

Gestures



Connects speaker to audience

Encourages active listening



# Body Language in *Virtual meetings*



Hand gestures



Facial expressions



Camera position



Be alert all the time



Look directly into the camera





# Vocal Variety

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*Say it out loud !*





**Pace** - *Too fast? Too slow?*

**Pause** – *To increase impact*

**Pitch** - *Pleasant to the ear*

**Emphasize** *important phrases/words*

**THE NAME'S BOND, JAMES BOND.**



**Good communication** is an integral part of Leadership

Success is not a **destination** but a **journey**

**Opportunities for continuous improvement** are all around you

Find a **safe place to grow** into a confident public speaker

*Don't forget to have fun!*



# Thank You

Come join us  
in our weekly meetings to learn more !

**Mu Sigma Toastmasters**