

Notes for Public Speaking

Before you watch

A

Discuss the following with a partner or small group.

1. When are you required to speak in front of others in a formal way? Do you look forward to it or not? If you get nervous, what do you do to calm down?
2. Which of the following statements most closely describe how you prepare when you have to give a talk. Select all that may apply.

- I write out everything I want to say, so I can read it at the presentation.
- I make a PowerPoint or other visual presentation, so I can read the texts during the presentation.
- I make some notes and collect some pictures and charts to use.
- I have my presentation in my head. I prefer to speak spontaneously without notes.
- I practice by thinking through the presentation before the talk.
- I practice with a friend before I give the talk.

Video

A

Watch the video and put the steps into the correct order (1-9).

- Shorten the outline into key points.
- Give the talk. Practice making eye contact and using the notes only when necessary.
- Add transition phrases from one point to the next.
- Decide on key words and phrases and other important information you need to include.
- Put the cards in the order of your talk.
- Write a complete outline of what you want to say.
- Transfer key information to note cards.
- Practice the talk before you give it.
- Research facts and statistics to include in your talk.

B

Choose the correct option.

1. If you read your presentation, you will lose **practice / eye contact** with your audience.
2. Use notes to **remind / transition** yourself of what to say.
3. You should include **a full outline / only key words** on your note cards.
4. If you use **facts and figures / phrases and transitions**, your presentation will be more interesting.
5. If you use **transitions / key words**, you can help the audience follow your ideas.
6. Don't read your presentation. Just **remind / refer** to your notes when you need to.

Digital skills focus

A

Complete the tips for using notes in online presentations with the correct option.

1. Place the web camera **slightly above / slightly below** your eye level to give your image a balanced look.
2. Place your notes **close to eye level / on your keyboard** so you can look into the webcam as much as possible.
3. Write your notes on sticky notes and stick them to your **monitor / webcam**.
4. Make sure your notes or sticky notes don't **cover / show** your presentation or your webcam.
5. Test the videoconferencing software **before / after** your presentation so you can relax and feel confident.

Language focus

A

Add transitions to the talk with the words in the box.

For example	In addition to	I'll be covering	Let me begin
My final point	This brings me to	Today, I'll be discussing	

"1 _____ ways to protect the Florida manatee. 2 _____ the threats to manatees and the possible solutions. 3 _____ with a threat we can control – boats. About 20% of manatee deaths are due to boat strikes. Manatees are very slow-moving mammals, and they can't avoid fast boats. Laws that regulate boating have helped. 4 _____, reducing boat speed in restricted Manatee Protection Zones has been effective. Unfortunately, as many as 100 animals are still killed by boats each year. 5 _____ boat accidents, starvation is a real threat. Warmer water and polluted water mean less food for manatees because the seagrass they eat can't grow. 6 _____ the related topics of climate change and agricultural waste. We have to carefully direct the water that contains fertilizer to places that won't harm the environment. 7 _____ here is that the lives of manatees depend on humans who must make good political and economic choices for a fragile environment."

B

Match each transition to its purpose.

Use ...	To ...
1. "Take the case of ..."	a. talk about steps in a process
2. "Furthermore, ..."	b. give an example
3. "As a result ..."	c. present an opposite idea
4. "First/Second/Third ..."	d. show an outcome
5. "On the other hand ..."	e. give additional information
6. "To sum up my points ..."	f. make a conclusion

C

Read the outline of the talk about manatees from Exercise A. Discuss in pairs or groups how you would shorten the outline and prepare note cards for the talk.

- I. Ways to protect the Florida manatee – talk about the threats
 - A. There are threats we can control – boats
 1. About 20% of manatee deaths are due to boat strikes
 2. Manatees are very slow-moving mammals, and they can't avoid fast boats
 3. Laws that regulate boating have helped - boat speed is restricted in Manatee Protection Zones
 - a. As many as 100 animals are still killed by boats each year
 - B. Starvation is now an even greater threat to manatees in Florida
 1. The seagrass they eat can't grow, leading to starvation
 2. Environmental threats are harder to control
 - a. Polluted water mean less food for manatees as seagrass dies
 - b. Direct the water that contains fertilizer to places that won't harm the environment
 - C. Manatees depend on humans who must make political and economic choices for a fragile environment

Digital communicative task

A

Prepare note cards for a short talk on a topic.

- Select a topic for an informational talk.
- Research facts and figures your audience will find interesting.
- Prepare an outline of your talk.
- Transfer the important information to note cards.
- Add transitions to help your listeners follow along.
- Practice giving the talk out loud, either by yourself or with a friend or classmate.
- Decide if your note cards worked well. If not, create more cards or change your cards as needed.

B

Give your talk using only your note cards for reference. Get feedback on your talk from your audience and reflect on how well the note cards worked for you.