

Public Speaking Workshop
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Course Abstract:

This workshop provides a foundation to the development of the various skills necessary to become an effective public speaker. Active participation from the attendees is an important component of the workshop. Constructive feedback on how to improve and develop public speaking skills will be given to the attendees, who will do a brief presentation.

Learning Objectives:

- *Be able to prepare a lecture or talk for a targeted audience.
- *Develop appropriate slides and handouts for a lecture.
- *Develop the various components of public speaking, which includes eye contact, vocal projection, gestures and movement.

I. Public Speaking

- A. Purpose – why?
- B. Levels of Public Speaking
- C. Learning Stages of Public Speaking

II. What Counts in a Presentation?

- A. Visual vs Vocal vs Verbal
- B. Nonverbal
- C. Content

III. Preparation

- A. Choosing a topic
- B. Researching a topic
- C. Know your audience
- D. Slides/audiovisual
- E. Handouts

IV. The Presentation Itself:

- A. Dress
- B. Ready position, stance, posture

- C. Eye contact, movement, gestures, pace, vocal
- V. Other considerations
 - A. Dress
 - B. Use of Notes
 - C. Room
 - D. Correcting yourself
 - E. Environment
 - F. AV equipment
 - G. Remotes and pointers
- VI. If things go wrong
- VII. Audience
 - A. Answering questions
 - B. Getting your message across

Attendees will participate in exercises where they do brief presentations that will target the development of various components of effective public speaking.