

# Public Speaking

GoSkills online course syllabus

Thursday, May 2, 2024

**Skill level**

Beginner

**Lessons**

36

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 43m

**Estimated study time**

9h for all materials

**Instructor**

TJ Walker

## Creating Your Presentation

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1

### Brainstorm Your Topics

Brainstorm every topic you want to cover in your speech.

2

### How Many Points Should Your Presentation Cover?

Decide what key points your presentation will cover.

3

### What is Your Water Cooler Message?

Plan what you want the key takeaway of your speech to be.

4

### Benefits for Your Audience

Tell the audience how your speech will benefit them.

5

### Writing a Speech

Avoid the most common mistakes people make in writing a speech.

6

### Magical Phrase for Every Speech

Use relevant examples to illustrate your points.

7

### Time to Rehearse Your Presentation

Become a better speaker by rehearsing your presentation on video.

## PowerPoint Presentations

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8

## There is No Such Thing as a PowerPoint Presentation

The goal of a PowerPoint presentation is the same as any presentation - to deliver a memorable message to the audience.

9

## PowerPoint Slide Rules

Best practices for how many points, slides and images to use in a PowerPoint presentation.

10

## Use Two Separate PowerPoints

Make your presentation easier to follow by reducing the amount of text used in your slides.

11

## Animation, Video and Special Effects

Best practices for using animations and special effects in a presentation.

12

## B is for Black

How and why to black out your screen during a PowerPoint presentation.

13

## Time to Rehearse Your PowerPoint Presentation

Become a better speaker by rehearsing your PowerPoint presentation on video.

# Public Speaking Mechanics

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14

## How to Eliminate Nervousness

The reasons people feel nervous about public speaking and how to reduce your nerves.

15

## What to Do if You Don't Like Your Voice

Why your voice sounds different in a recording and how to overcome a complex about how you sound.

16

## How to Speak with Confidence

How to increase your confidence when speaking in front of an audience.

17

## How to Start a Speech

Best practices and techniques for how to effectively start a speech.

18

## How to Pace and Close a Speech

Best practices and techniques for how to pace and end a speech.

19

## How Long Should Your Speech Be?

How to work with time limits and time reductions.

20 'Tell Them What You are Going to Tell Them' Approach  
Caveats of telling the audience the same message repeatedly in a linear fashion.

21 How to Put Your Audience at Ease  
How to make the audience and yourself feel comfortable during a presentation.

22 How to Choose Memorable Messages  
Best practices for choosing messages tailored to the audience.

23 How to Use Humor in a Speech  
Benefits and best practices of using humor in a speech.

24 How Should You Rehearse Your Speech?  
Most effective methods for rehearsing your speech to get results.

25 How to Manage Time  
How to manage time when preparing, rehearsing and giving your presentation.

26 How to Recover from a Memory Lapse  
What you should do to stay cool, calm and collected during a memory lapse.

27 How to Manage Challenges from the Audience  
How to manage an inattentive or disruptive audience member.

28 How to Remember What to Say  
How to remember what to say without reading your speech word for word.

29 Learn by Critiquing Others  
How observing and critiquing other public speakers can help you improve your speaking skills.

30 Time to Rehearse Your Presentation Again  
Become a better speaker by rehearsing your presentation on video.

## How to Tell Stories

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31 Stories Make Great Speeches  
How to tell stories that make your speeches interesting and memorable.

32 Story Settings  
How to describe the setting of your story to capture the audience's imagination and memory.

33 Essential Story Elements: Dialogue and Conflict  
How to use dialogue and conflict to make your story more effective.

34 Don't Tell Stories, Relive Them  
How to relive a story so that the audience can visualize and remember your messages.

35 Time to Rehearse Your Story  
Become a better speaker by rehearsing your presentation on video.

## Conclusion

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36 Conclusion  
Key takeaways for continuous improvement in public speaking.

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