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Employability Programme - Self-Improvement Skills

M2.4

PUBLIC SPEAKING SKILLS

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This module outline helps participants understand the fundamental **public speaking skills** while offering practical tips and activities to enhance their confidence and effectiveness



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PUBLIC SPEAKING

- 01 Essential Public Speaking Skills
- 02 A Few Strategies to Help You
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01 Essential public speaking skills



Essential public speaking skills

Public speaking is a valuable skill that can enhance your personal and professional life.

Whether you ever speak in public or not, the skill gained will enhance your communication skills and also boost your confidence, help you network effectively, and even help in sharing your culinary stories and heritage.

Essential public speaking skills

Here are some **essential skills and tips** to become a confident and engaging public speaker:

1. Know your audience
2. Structure your speech
3. Practice and preparation
4. Effective Communication
5. Body Language
6. Overcoming nervousness
7. Use of visual aids.
8. Engage and Interact
9. Handle questions and feedback
10. Continuous Improvement

01



Know your audience

- Tailor your message to connect with your audience.
- Ask questions, encourage participation, and make eye contact to create a connection with your listeners.

02



Structure your speech

- Start with a strong opening that grabs attention. Introduce the main points you will cover.
- Use clear transitions to guide your audience through your speech.
- Summarise your key points and end with a memorable closing statement that reinforces your message.

03



Practice and preparation

- Practice your speech multiple times. Rehearsing helps you become familiar with the content and improve your delivery.
- Ensure your speech fits within the allotted time. Practice pacing to avoid speaking too fast or too slow.
- Use brief notes or an outline to stay on track without reading directly from them.

04



Effective Communication

- Speak clearly and avoid using unnecessary jargon. Keep your message concise and to the point.
- Vary your pitch, tone, and volume to maintain interest and emphasise key points.

05



Body Language

- Stand up straight, with shoulders back, and avoid fidgeting. A confident posture conveys authority and confidence.
- Use natural hand gestures to emphasise points. Avoid overusing gestures, which can be distracting.
- Use appropriate facial expressions to convey emotions and connect with your audience.

06



Overcoming nervousness

- Practice deep breathing exercises to calm your nerves before speaking.
- Build your confidence by practicing in smaller, less intimidating settings before larger audiences.

07



Use of visual aids

- Use slides, charts, or props to support your message. Ensure visuals are clear and relevant to your speech.
- Don't overcrowd slides with text or images. Use bullet points and simple graphics to enhance understanding.

08



Engage and Interact

- Encourage audience interaction by asking questions or inviting comments.
- Personal stories can make your speech more relatable and engaging.
- If possible, address individuals by name to create a more personal connection.

09



Handle questions and feedback

- Anticipate potential questions and prepare thoughtful responses.
- Handle unexpected questions or feedback calmly and professionally. If you don't know the answer, it's okay to admit it and offer to follow up later.

10



Continuous Improvement

- Ask for constructive feedback from peers or mentors to identify areas for improvement.

Essential public speaking skills

By developing these public speaking skills and practicing regularly, you can become a more confident and effective speaker. The ability to communicate clearly and persuasively in front of an audience is a powerful tool that can open many doors in both your personal and professional life.



A Few Strategies to Help You

A Few Strategies to Help you

1. Breathe
2. Admit that you are nervous
3. Use a minimum amount of notes
4. Become comfortable with "The Pause"
5. Be aware of your hand gestures
6. Move around some, but not too much
7. Incorporate visual prompts
8. Practice, Practice, Practice...Then practice some more
9. Record yourself speaking

01



Breathe

When you're nervous, your heart rate speeds up, you begin to sweat, and if you're not careful you can easily work yourself into an anxiety attack. To help control all of these responses, take a few minutes before delivering your speech to close your eyes and take a couple of deep breaths. Calm your body so you can enter the stage (or speaking area) with a certain level of peace and not feeling all frenzied.

02



Admit that you are nervous

Even the most experienced public speaker can feel nervous on stage. The harder you try to hide this nervousness, the more obvious it will be.

03



Use minimum amount of notes

If public speaking makes you anxious, you may be minded to write your speech out word for word so you can look at it if you forget your next statement. If you read from a script you will lose your audience. Instead, keep your notes to a minimum, using only one or two-word prompts for each point you want to make. This will help you keep your place without detracting from your audience.

Become comfortable with "The Pause"

One of the biggest distractions is when a speaker who constantly says "uh" or "um." A well-timed break in speaking can even be used to help strengthen a point, letting it sit with the audience before moving on to the next topic. Become more comfortable with this pause and you will become a better public speaker

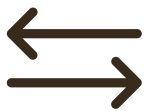
05



Be aware of your hand gesture

Have you ever talked to someone who is all worked up and noticed that their hands are flying wildly? Some people naturally speak with their hands. While some hand movement is a great way to emphasise certain points, it's also important to not let these movements distract from what you're trying to say. So, pay attention to your hands when you're speaking.

06



Move around some, but not too much

People often pace when they're nervous. If this is you, you may have a tendency to walk back and forth across the stage when public speaking.

07



Incorporate visual prompts

If the idea of having all eyes on you makes you nervous, visual prompts are a good way to divert the audience's attention yet still stay on topic. These prompts can include slides.

08



Practice, Practice, Practice... Then practice some more

One way to overcome your nerves, is to practice, practice, and practice some more.

09



Record yourself speaking

This final public speaking tip is intended to help you recognise how you may come across to an audience. When you record yourself speaking and watch it back, you may notice that you do things that you didn't even realise. This provides the opportunity to correct these issues before being in front of a live audience.

Public speaking is a common fear

The good news, however, is that this fear doesn't have to stop you from delivering an amazing speech. These public speaking tips can help you feel some calmness while also better connecting with your audience...making you a more impactful public speaker.



03

Useful videos

Useful videos

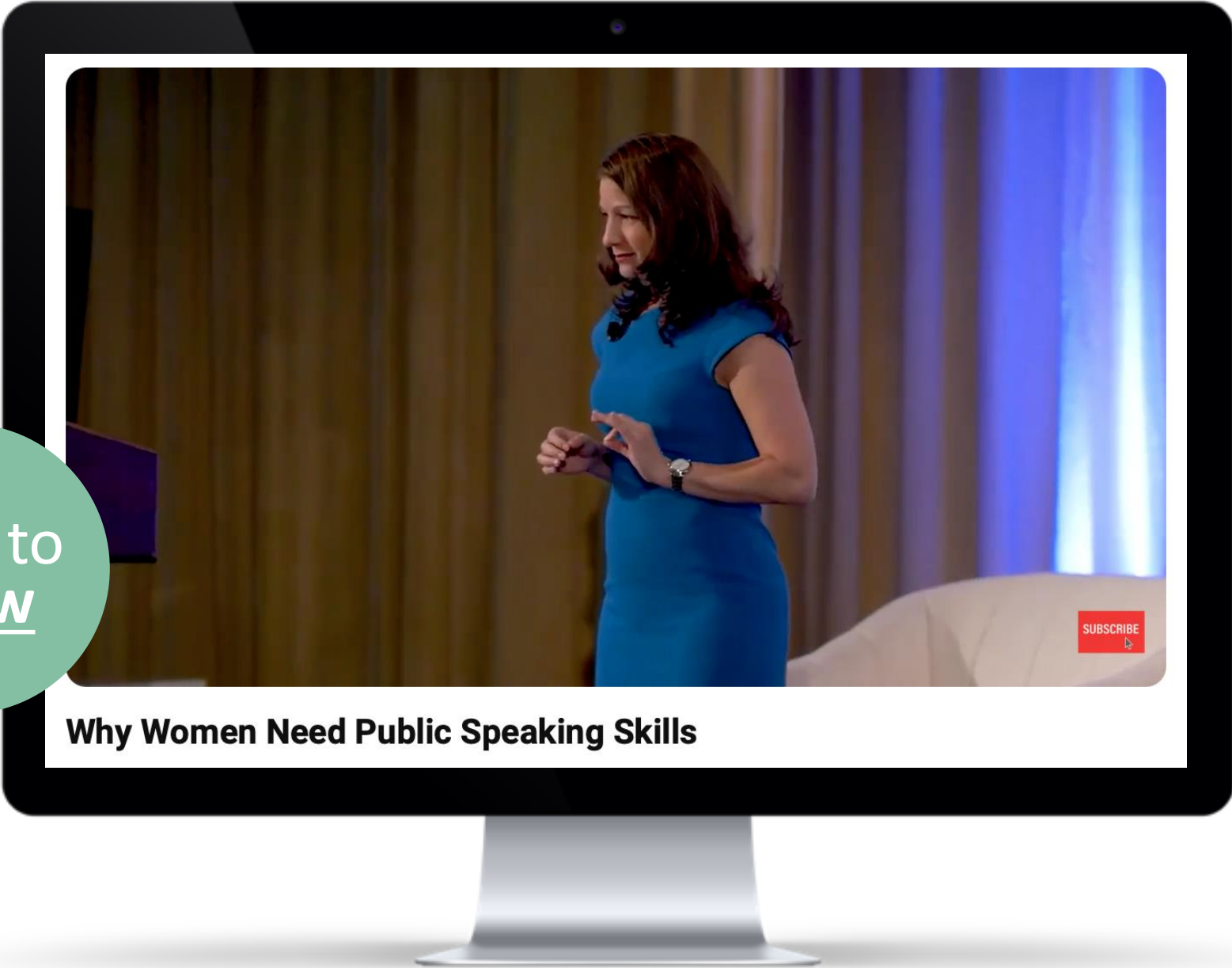
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WORKSHOP: PUBLIC SPEAKING 101 FOR YOUNG WOMEN

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