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| Activity 04-1 | Public Speaking Essentials |
| Textbook Reference: |  |
| Purpose / Goal: | To help students develop essential non-written communications skills as used for presentations. |
| Materials / Resources Required: | PowerPoint Slides, Audience Analysis Handout, Public Speaking 101 Handout, Preparing Effective Presentations Packet |
| Time Allocated: | 1 hour for content and practice |

# Goals

1. Emphasize important elements of organizing and delivering effective presentations
2. Provide students with the opportunity for public speaking practice
3. Offer students the opportunity to conduct an Audience Analysis

# Public Speaking

* Public Speaking Essentials – strategies to increase your communication and public speaking abilities.
* Content Dimension
* Relationship Dimension
* Public Speaking Basics

The following components will be highlighted:

* Opening/introduction
* Main body
* Conclusion
* Audience Analysis
* Organization
* Delivery