

PUBLIC SPEAKING SKILLS

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PUBLIC SPEAKING:



- Soft skill requiring excellent communication skills, ability to engage with the audience.
- Comfortable to speak.
- Your actual personality shows through your words.
- Pervades all areas of a Public Servants life: Motivational, Compering, Meetings, Hearings, Functions, Programmes etc.
- Professional level roles.

PUBLIC SPEAKING:

- Clarity, articulation.
- Performance to a certain extent.
- Familiar with the subject.



PUBLIC SPEAKING:



- Presentation Style: Introduction, Body Language, Tone of Voice and Timing.(when to say what to say whom to say)
- Assess your audience:
 - Categorise
 - Protocol
 - Not all need humour/quotes etc
 - Tread carefully

PUBLIC SPEAKING:

- It requires writing skills, constructed talks, rational, coherent, easy to understand.
- Grabbing the attention of the audience – adequate information to be shared.
- Physical Presence to be made felt.
- Memorise enough content so it doesn't appear you're reading off the speech.
- Avoid monotonous presentation.
- Organise a logical flow.

PUBLIC SPEAKING:

- Support your themes with evidence.
- Supposed to rehearse (doesn't always happen) (National day functions)
- Key concepts to be pointed out
- Review/feedback
- Summarise (acquired skill)



PUBLIC SPEAKING:

- Know the protocol/hierarchy
- Do your homework
- Extempore is good/does not always work
- They want to hear what you can deliver
- Confidence, confidence, confidence – not to the point of annoyance though.

PUBLIC SPEAKING:



➤ Authenticity – do you actually speak like how you speak on the mike?

It shows – Do not fake it

➤ Do not push confidence

❖ It comes with experience

❖ It annoys/embarrassment to the Department/organisation/State

PUBLIC SPEAKING:

- Yes, be structured, prepared
- Know your audience
 - ❖ Category, level of education/ rank/ position
- Occassion (formal/informal/solemn) (official/unofficial)
- As MCS – MC- Chairperson- Chief Guest – Guest of Honour- Special Guest Speaker- Presenter – Officer i/c of the particular subject/mediator etc.
- Bold (to say what you say) – Be sure, sure, sure

PUBLIC SPEAKING:

- Choose words very carefully
- No melodramatics
- Be very neutral
- Address Dignitaries with respectful language
- Restatements only if you're absolutely sure of the subject being spoken of
(You speak well in an atmosphere you're the master of)
- Don't keep quoting people (unnecessary)

PUBLIC SPEAKING:

- Avoid ornate language
- Presence of mind to adapt when told to – very important at Government functions.
- Handling Public Matters such as hearings/controlling mob gathering
 - Check your crowd
 - Speak/address directly to your target audience



(Adolf Hitler, Arindham Chaudhuri,) Gandhi, Nehru, Tharoor.



THANK YOU