

Public Speaking

Vocabulary

To make a speech / to give a talk

Inspirational - воодушевляющий

To inspire the audience – воодушевлять слушателей

To employ certain techniques – применять определенные приемы

To engage / involve the audience – задействовать слушателей

To keep the audience focused / involved – держать слушателей вовлеченными, сконцентрированными

To get your message across – донести свою мысль

To appeal to the audience – увлекать слушателей

A key / passport to success – ключ к успеху

Delivery - «подача»

To deliver a speech – донести речь

To avoid communication difficulties and misunderstandings

To avoid Pitfalls / Blunders / Obstacles – избегать трудности, ошибки, препятствия

To head down the right / wrong track – пойти по правильному / неправильному пути

To follow smb / smb's speech – следить за кем-то (за чей-то речью)

Track smb - следить за кем-то (за чей-то речью)

Review dos and don't's - проглядеть то, что стоит и не стоит делать

Tap into advice from experts – использовать совет экспертов

To be knowledgeable about your audience – иметь необходимые знания о своих слушателях

To be aware of local peculiarities – знать местные особенности

To rehearse your speech – отрепетировать свою речь

To adjust your speaking pace – «подстроить» темп речи

To paraphrase - переформулировать

To simplify complex phrases – упростить сложные конструкции

To rework spoken message – переработать свою речь

To stumble over a phrase – спотыкаться на фразе

To replace smth with smth else – заменить что-то чем-то

Concise / brief - краткий

Precise / accurate - точный

Understandable / comprehensible - понятный

Use explanatory titles – использовать объяснения

To increase comprehension - увеличивать понимание

To use visual aids / hand-outs – использовать наглядные пособия и раздаточный материал

To tie words with visual aids – привязать слова к наглядным пособиям

To lead listeners through visual aids

To use a pointer – использовать указку

To summarize – резюмировать

To be aware of information overload – понимать, что такое перегруженность информацией

To check for mutual understanding – проверить и обеспечить взаимопонимание

To explain key concepts and data – объяснить основные понятия и данные

To allow soak-in time – предусмотреть время для усвоения информации

To maintain eye-contact – поддерживать визуальный контакт

To use gestures to guide / coach your audience

To get the audience on your side – расположить к себе слушателей

Buzzword - a word or phrase used to impress, or is fashionable.

Slang - the use of informal [words](#) and expressions that are not considered standard in the speaker's [language](#) or [dialect](#) but are considered acceptable in certain social settings

Jargon - the technical terminology or characteristic idiom of a special activity occupational or social group

Colloquialism - a word, phrase or paralanguage that is employed in conversational or informal language but not in formal speech or formal writing

Cliché - an expression, idea, or element of an artistic work which has become overused to the point of losing its original meaning, or effect, and even, to the point of being trite or irritating, especially when at some earlier time it was considered meaningful or novel

Acronym –an abbreviation formed from the initial components in a phrase or a word

Do you agree or disagree with the following statements? Give examples to prove your opinion.

1. The concept of presentations differs among cultures.
2. (About international audiences) We speak different languages even if we both speak English
3. The importance of careful planning cannot be overemphasized
4. You and your audience need to have presentation content that is understandable, accurate, and received positively
5. Facial expression, eye contact, hand movements, touching, use of space, and timing are all tpe areas for misinterpretation
6. Using jokes and humor is a good war to her the audience on your side
7. Question-and-answer sessions are universally popular

Questions for discussion:

1. Do you often get to make presentations? Do you ever have to speak to international audiences?
2. How does public speaking make your feel?
3. What makes a speech inspirational?
4. Have you ever heard a speaker who sounded inspirational to you? What techniques did he/she employ?
5. What makes a good presentation?
6. What techniques should be used to successfully deliver your speech?
7. What are some of the issues to bear in mind when giving a presentation to an international audience?
8. How should one prepare for a presentation? What things should be taken into consideration?
9. What are the issues to consider when palling out your speech?
10. What could be some of the tips for good delivery?
11. In terms of body language, what techniques should / shouldn't one use when making a speech?
12. In terms of the wording of the presentation, what should one avoid when giving a presentation? How about when talking to an international audience?
13. Give examples of Buzzword, Slang, Jargon, Colloquialism, Cliché, Acronym. Do you agree that they should be avoided while making a speech? Why? Why not?
14. Think of some gestures that can be misinterpreted by other cultures

15. Describe an effective structure of a presentation
16. What's the best way to make your speech concise, precise and comprehensible?
17. Which visual aids do you think could come in handy?

Sayings:

- ⌚ Only the prepared speaker deserves to be confident. (Dale Carnegie)
- ⌚ Tell the audience what you're going to say, say it then tell them what you've said. (Dale Carnegie)
- ⌚ All the great speakers were bad speakers at first (Ralph Waldo Emerson)
- ⌚ Talk low, talk slow and don't say too much, (John Wayne)
- ⌚ It is delivery that makes the orator's success (Johann Wolfgang Von Goethe)
- ⌚ Most speakers speak ten minutes too long. (James Humes)
- ⌚ **There is nothing in the world like a persuasive speech to fuddle the mental apparatus (Mark Twain)**