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THE ART OF PUBLIC SPEAKING

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The Art of Public Speaking

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Abstract – The art of public speaking is a communication skill required by all. if you are an effective speaker, you will enhance your Prestige, influence decisions and come to occupy more important Positions. in Fact, skill in Oral Presentation is an important equipment for life. The advice Shakespeare gave more than 350 years ago is still valuable and worth remembering:

Mend your speech a little, Lest it may mar your fortune.

The factors which are peculiar to oral Presentation are the use of body language, Correct Posture, Eye-Contact, Voice modulation and Presentation Plan.

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Speaking in front of a group of people, it's surprising how normal self-control can desert you. People report experiencing trembling limbs, palpitations, nausea, faintness, shallow breathing, sweaty palms (and elsewhere), headache, tension, dry throat, choked voice, panic, butterflies (and worse) in stomach in this situation: As Bernard Shaw said, He learned to speak in public just as he learned to skate, by falling on his backside many times. What good speakers do is harness their fears, making it work for them rather than against them” Thus the acquisition of presentation skills is a great thing. It is a mandatory skill for all professionals To be a better fit in the corporate sector, one has to acquire that art of oral presentation. Nothing else can be a substitute for an oral presentation. A form of oral communication, an oral presentation is a formal and structured two way communication process entailing the use of audio-visuals as well.

In a face to face interaction a person does not communicate only through words. His whole personality—his general bearing facial expression, posture and gestures—is involved in the process. A neatly dressed man with a pleasant expression will find it easier to establish a rapport with others. Once you are able to secure the attention of the audience, more than half battle is won. When you are called upon to speak, walk sprightly and stand at ease. keep your hands on the sides and the note cards on the lectern. Do not fidget, but try to feel relaxed. While speaking, use your hand for appropriate gestures but there should be no peculiar flourishes. If a microphone is being used, keep yourself eight to ten inches away from to ensure proper transmission of the voice. Do not worry if you are a little tense. Few in the audience

will notice your tenseness if you avoid awkward gestures. In fact, recent studies have shown that tenseness generates excitement which in turn helps certain persons to give best. you may belongs to this category. Rely on the good manners of the audience. After a few minutes you will be able to feel at home and develop confidence, and the going will be easier.

Eye Contact is one of the most immediate and effective means of establishing rapport with an audience. Look at your audience and pause for a while before you say anything. To start speaking as soon as one reaches the shows lack of poise and creates a poor impression on the audience. In fact, throughout your talk make use of frequent and slight pauses. These will help you break your idea before into small units and give the listeners necessary time-gaps to absorb one idea before you pass on the next. If sometimes your pauses are a bit longer, do not panic. Nobody expects you memorize speeches. Moreover, to a speaker, the length of a pause always appears to be greater than it actually is. While speaking, maintain eye contact with the audience, looking from one pair of eyes to another the room. To look at the ceiling or outside the room through a window or at one section of the audience is a sign of rudeness. If the listeners feel that you are ignoring them, they are also likely to ignore you and what you say. Further, through eye contact you get the signal whether the channel of communication is open, and get the feedback-how the listeners are reacting to what you are saying. if your listeners do not meet your eyes, they are probably not concentrating on your talk. Then it becomes necessary for you to change your approach to win their attention.

You must know how to use your voice properly, if you wish to become an effective speaker. Agog voice is gift of nature but anyone can improve the quality of his voice with proper training. The three most mobile speech organs are the lips, jaws and the tongue. Lazy lip movements cause unintelligibility, a rigid jaw muffles the voice and an inactive tongue chokes it. Like other part of body, speech organs need exercise. For this purpose specifically read aloud every day for a few minutes. You will soon discover the rich variety and resources of your vocal organs. Record your speech on a tape, if possible, and listen to it for any flaws. Also, mark how effective speakers vary the pitch of their voice to match the thought, idea or feeling they convey. When you have the slightest doubt about the pronunciation of a word consulting dictionary. Make it a habit that whenever you consult a dictionary for the meaning, you look up also the pronunciation of the word. Use every opportunity to speak; practice and experience will give you the confidence and power.

On every occasion when you have to speak, remember the following:

- (i) Variation in the pitch and tempo of the voice is essential to convey your message. A speech delivery in a monotone will only bore and send the audience to sleep.
- (ii) Fast delivery betrays a lack of confidence. Speak at a rate your audience can understand you. Normally, you should speak about 125 to 150 words per minute, and check your speed to try to bring it within this range.
- (iii) Pronounce words properly, putting stress at the right places.
- (iv) Speak loud enough so that everyone in the audience can hear you clearly.
- (v) Avoid nasalization and vocalized pauses such as 'er', 'ah', 'unh', etc. Take care that you do not repeatedly use such phrases as 'you see', 'I mean', 'What I meant', 'Do you understand?', 'Is it clear?' etc.

The art of speaking is the fruit of persistent effort. There is no magic formula to make you effective speaker. Adequate planning and preparation are essential for a successful presentation. In fact, thorough preparation is the best antidote for nervousness. As far as possible do not read out a written speech word for word. A written speech random sounds fresh or vigorous. Do not memorize it either. The delivery of such a speech will not allow the necessary animation and spontaneity. Your presentation will lose flexibility and communication will suffer. Face to face interaction demands thinking and speaking would not a mere repetition of what you have learnt by rote. However, if an extremely complex subject (e.g., a research paper for a seminar) is being presented to the members of a professional body, you may read the written material.

But seen here you should acquaint yourself with the material thoroughly. While reading, you should be able to lift your head and look at the audience after short intervals. Thus the art of public speaking has to be mastered by all in the global world.

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