

Public Speaking

GoSkills online course syllabus

Skill level

Beginner

Lessons

36

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

2h 43m

Estimated study time

9h

Instructor

TJ Walker

Creating Your Presentation

1

Brainstorm Your Topics

Brainstorm every topic you want to cover in your speech.

2

How Many Points Should Your Presentation Cover?

Decide what key points your presentation will cover.

3

What is Your Water Cooler Message?

Plan what you want the key takeaway of your speech to be.

4

Benefits for Your Audience

Tell the audience how your speech will benefit them.

5

Writing a Speech

Avoid the most common mistakes people make in writing a speech.

6

Magical Phrase for Every Speech

Use relevant examples to illustrate your points.

7

Time to Rehearse Your Presentation

Become a better speaker by rehearsing your presentation on video.

PowerPoint Presentations

- 8** **There is No Such Thing as a PowerPoint Presentation**
The goal of a PowerPoint presentation is the same as any presentation - to deliver a memorable message to the audience.
- 9** **PowerPoint Slide Rules**
Best practices for how many points, slides and images to use in a PowerPoint presentation.
- 10** **Use Two Separate PowerPoints**
Make your presentation easier to follow by reducing the amount of text used in your slides.
- 11** **Animation, Video and Special Effects**
Best practices for using animations and special effects in a presentation.
- 12** **B is for Black**
How and why to black out your screen during a PowerPoint presentation.
- 13** **Time to Rehearse Your PowerPoint Presentation**
Become a better speaker by rehearsing your PowerPoint presentation on video.

Public Speaking Mechanics

- 14** **How to Eliminate Nervousness**
The reasons people feel nervous about public speaking and how to reduce your nerves.
- 15** **What to Do if You Don't Like Your Voice**
Why your voice sounds different in a recording and how to overcome a complex about how you sound.
- 16** **How to Speak with Confidence**
How to increase your confidence when speaking in front of an audience.
- 17** **How to Start a Speech**
Best practices and techniques for how to effectively start a speech.
- 18** **How to Pace and Close a Speech**
Best practices and techniques for how to pace and end a speech.

- 19** **How Long Should Your Speech Be?**
How to work with time limits and time reductions.
- 20** **'Tell Them What You are Going to Tell Them' Approach**
Caveats of telling the audience the same message repeatedly in a linear fashion.
- 21** **How to Put Your Audience at Ease**
How to make the audience and yourself feel comfortable during a presentation.
- 22** **How to Choose Memorable Messages**
Best practices for choosing messages tailored to the audience.
- 23** **How to Use Humor in a Speech**
Benefits and best practices of using humor in a speech.
- 24** **How Should You Rehearse Your Speech?**
Most effective methods for rehearsing your speech to get results.
- 25** **How to Manage Time**
How to manage time when preparing, rehearsing and giving your presentation.
- 26** **How to Recover from a Memory Lapse**
What you should do to stay cool, calm and collected during a memory lapse.
- 27** **How to Manage Challenges from the Audience**
How to manage an inattentive or disruptive audience member.
- 28** **How to Remember What to Say**
How to remember what to say without reading your speech word for word.
- 29** **Learn by Critiquing Others**
How observing and critiquing other public speakers can help you improve your speaking skills.
- 30** **Time to Rehearse Your Presentation Again**
Become a better speaker by rehearsing your presentation on video.

How to Tell Stories

31 **Stories Make Great Speeches**
How to tell stories that make your speeches interesting and memorable.

32 **Story Settings**
How to describe the setting of your story to capture the audience's imagination and memory.

33 **Essential Story Elements: Dialogue and Conflict**
How to use dialogue and conflict to make your story more effective.

34 **Don't Tell Stories, Relive Them**
How to relive a story so that the audience can visualize and remember your messages.

35 **Time to Rehearse Your Story**
Become a better speaker by rehearsing your presentation on video.

Conclusion

36 **Conclusion**
Key takeaways for continuous improvement in public speaking.

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