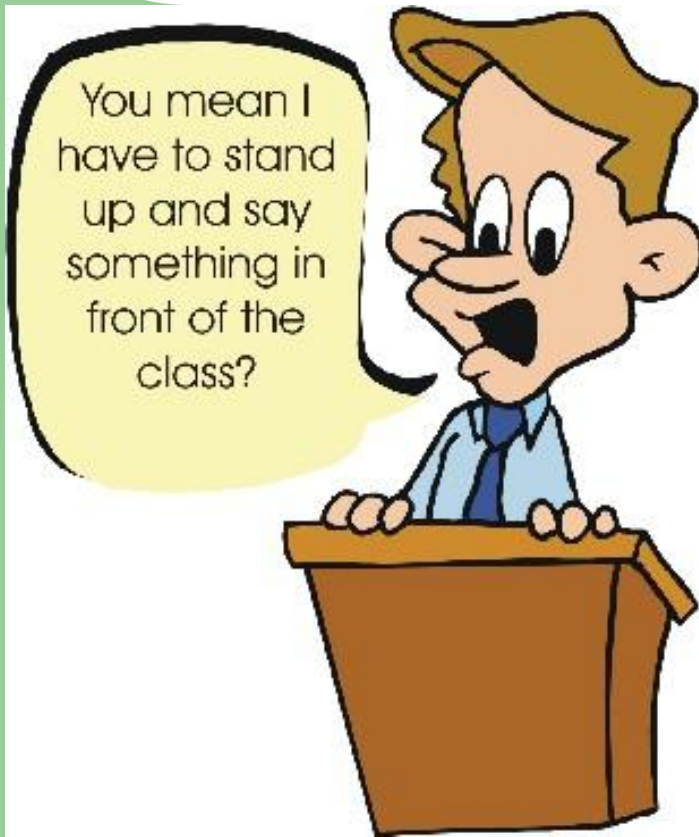


FEAR FACTOR



PENGUCAPAN AWAM



PUBLIC SPEAKING

Faedah

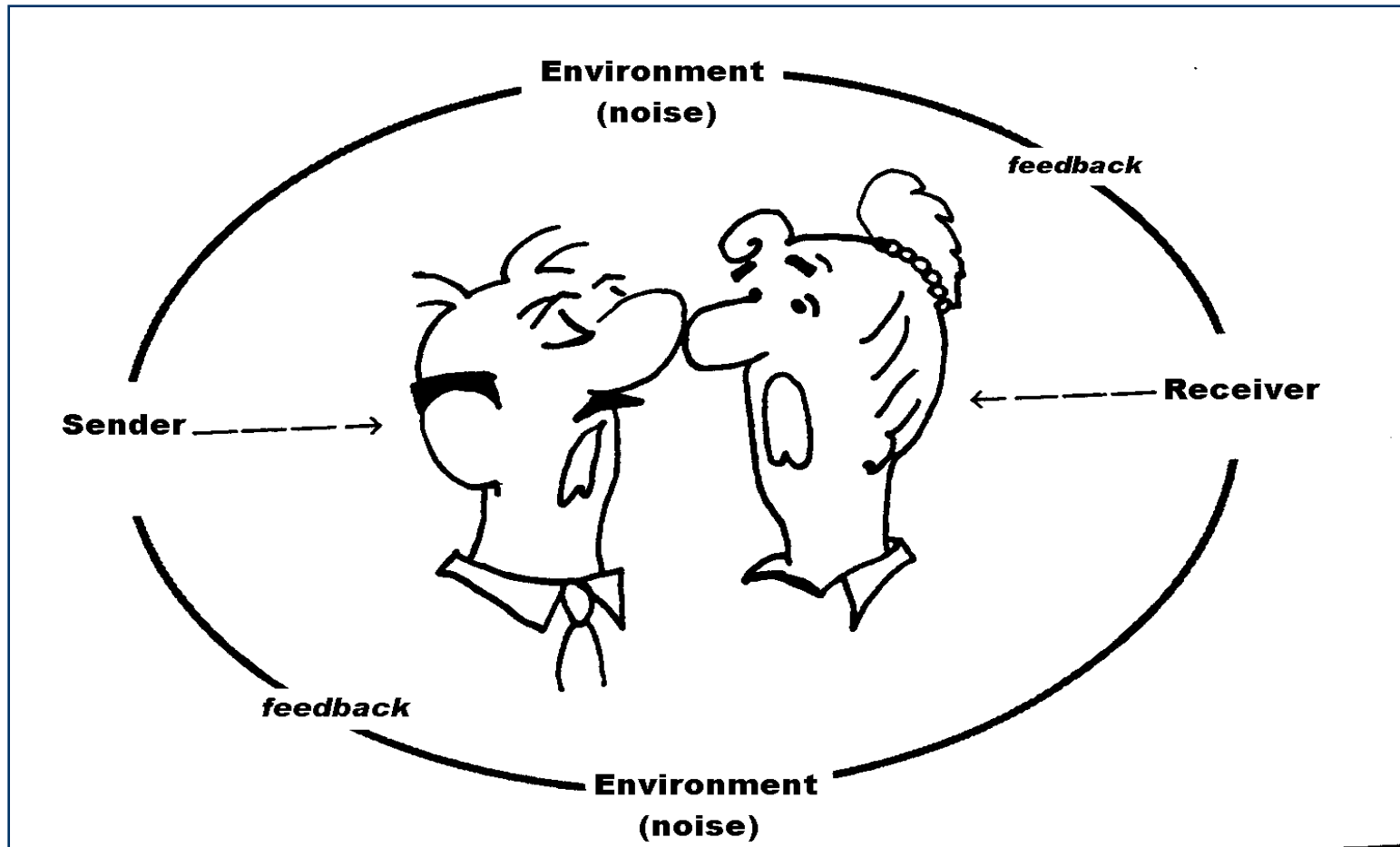
- Meningkatkan kefasihan berbahasa
- Meningkatkan keyakinan diri
- Mengawal rasa gementar
- Berupaya berinteraksi dengan audien
- Meningkatkan 'interpersonal skills'



Komposisi Pengucapan Awam

- APPEARANCE (energy and confidence) 60%
- SOUND (quality, tone and variety of voice) 30%
- SAY (content) 10%

Communication Process



Komunikasi Bukan Lisan



- Pakaian
- Pertembungan mata
- Pergerakan – badan, muka, tangan
- Penggunaan masa

Bentuk Pengucapan Awam

- Impromptu
- Memorized
- Manuscript
- Extemporaneous

Mike Moore's Cartoons For Speakers



ALL SPEAKING IS
PUBLIC SPEAKING
UNLESS YOU
ENJOY BEING IN
A ROOM ALONE
TALKING TO
YOURSELF.

Tujuan

- Memaklumkan
- Mempengaruhi
- Memberi inspirasi
- Menghibur*



How professionals control nervousness/tension

- Admit it
- Prepare speech well
- Take a couple of deep breaths
- Take a sip of water
- Give yourself a pep talk

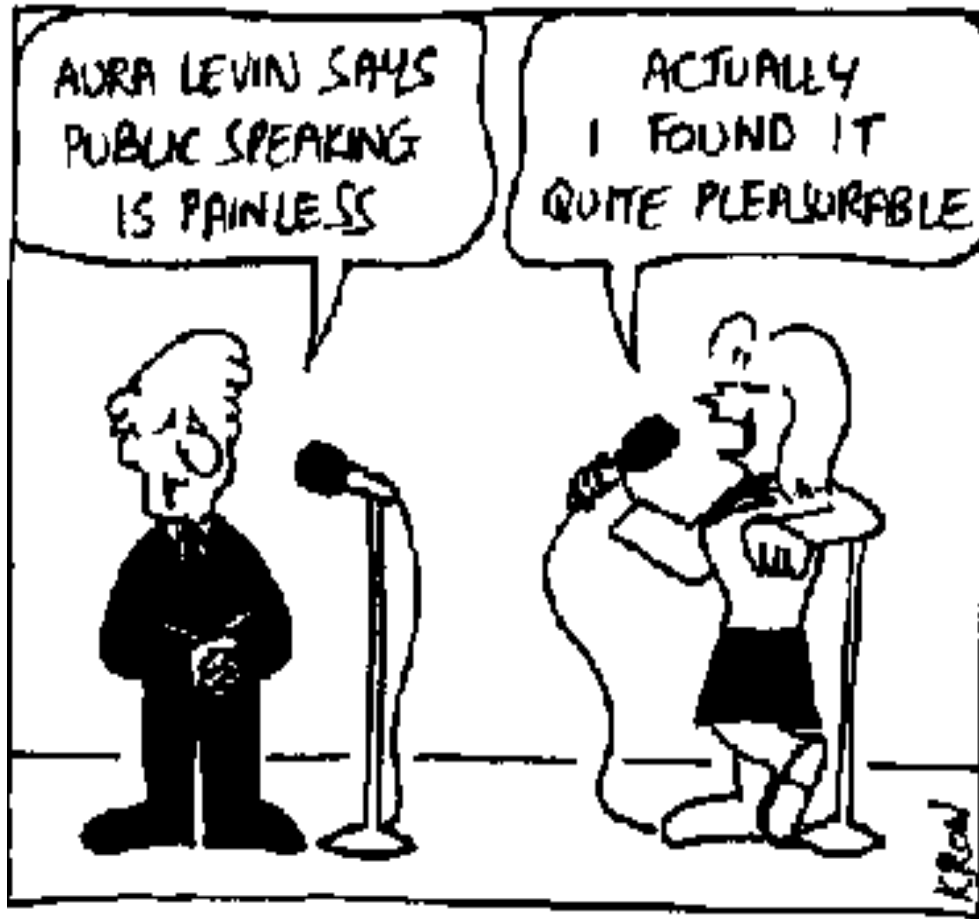


Continue...

- Inspire, inform and convince others
- Act live, think alive and talk alive
- Walk briskly around the block/arm exercise
- Say a prayer



Preparation



- Introduction
- Body
- Conclusion

Proses Penyediaan

1. Perancangan

- topik khusus
- topik pilihan sendiri



Proses ...

2. Proses awal



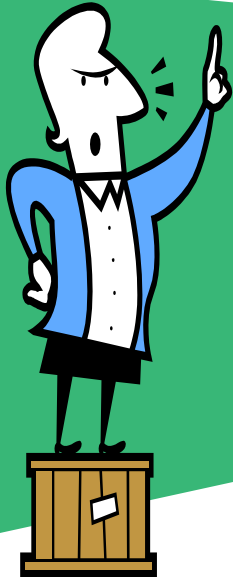
- membuat penyelidikan
- menyediakan draf awal
- mencari bahan tambahan

Proses ...



3. Proses Pertengahan

- menyusun isi kandungan
- menulis semula
- menyusun bahan visual
- latihan awal



Proses ...

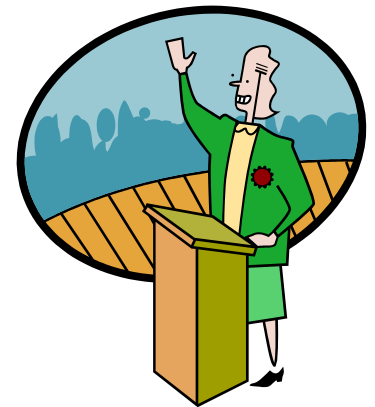
4. Proses Akhir

- persiapan akhir
- latihan solo
- maklumat terkini
- pakaian dan penampilan diri



Openings that capture and hold interest

- Present an accident or mental picture
- Show of hands (rather than rhetorical question)
- Use of visual aids (conceal it first)
- Arousing suspense
- The statement of an arresting fact
- Promise opener



If you do not strike oil in three minutes, stop boring



8 professional closings



- A summary
- A restatement
- A call to action
- A poem
- A quotation
- A moral to your story
- An anecdote
- A visual aid

Etiket Pengucapan Awam

- Ketepatan masa
 - hargai masa
 - jangan lambat atau terlalu awal
 - patuhi peruntukan masa



Etiket ...

- Persembahkan diri

“Jika kita berjaya menampilkan diri sewajarnya, kita telah melakukan 40% daripada tugas sebenar”



Etiket ...

- Alathias tambahan
 - aksesoris yang sesuai
 - tidak terlalu menonjol
 - warna seragam



Etiket ...

- Protokol

- perkara sensitif

- jaga reputasi

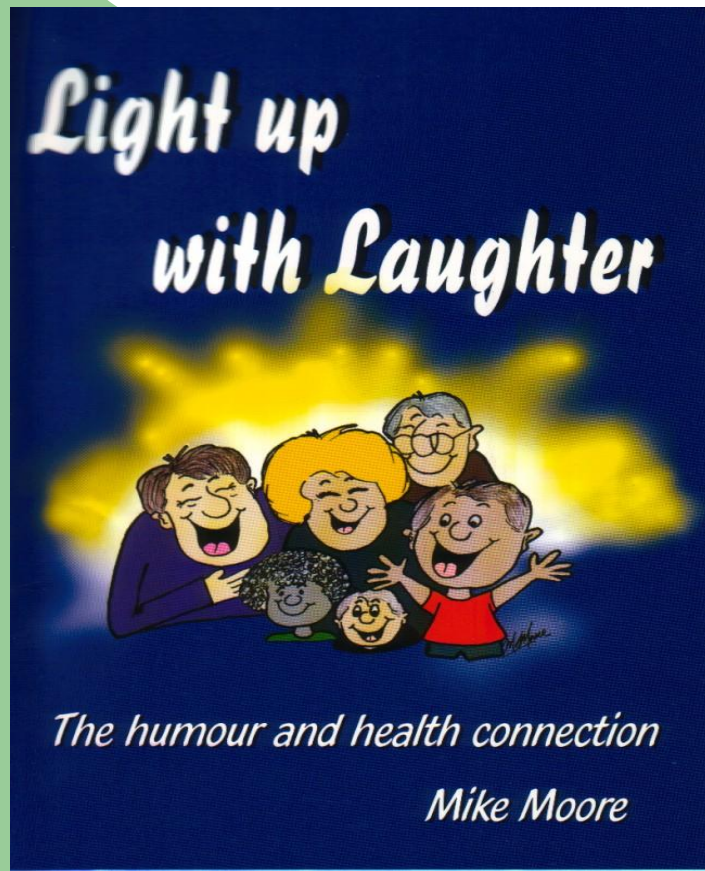
- jaga cara penyampaian ucapan



Tips

- Know your audience
- Do not check the microphone
- Never hold anything in your hand
- Visit place to deliver speech, feel the environment, practice, what to expect
- Have text with you
- Give your best

A sense of humour is a real weapon of self defense



If you can make your
opponent laugh, you
win every time

Presentation is

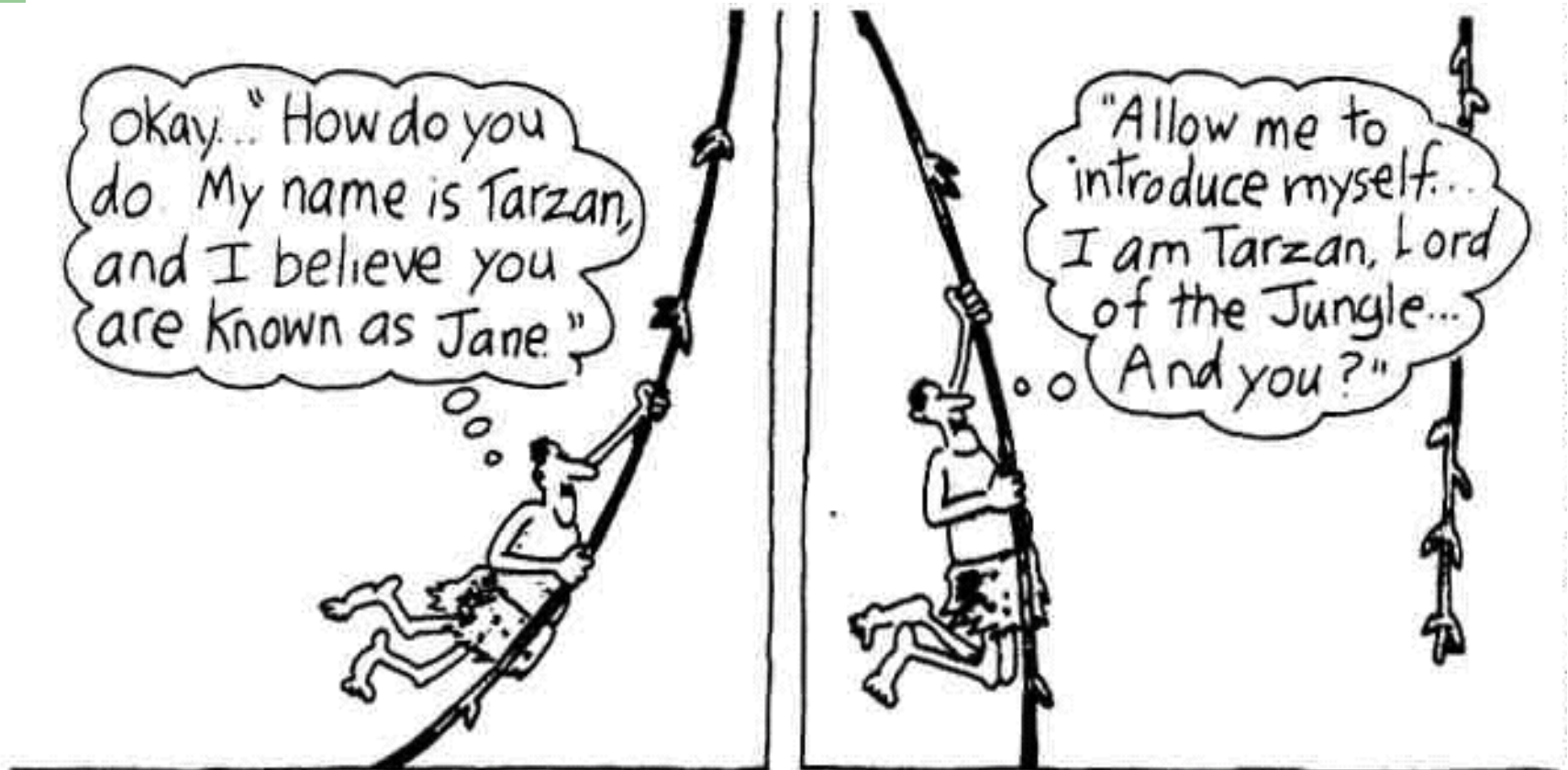
- A PERFORMANCE
- A DIFFERENT RELATIONSHIP
- TRUST AND COMMITMENT

Fear is not a factor

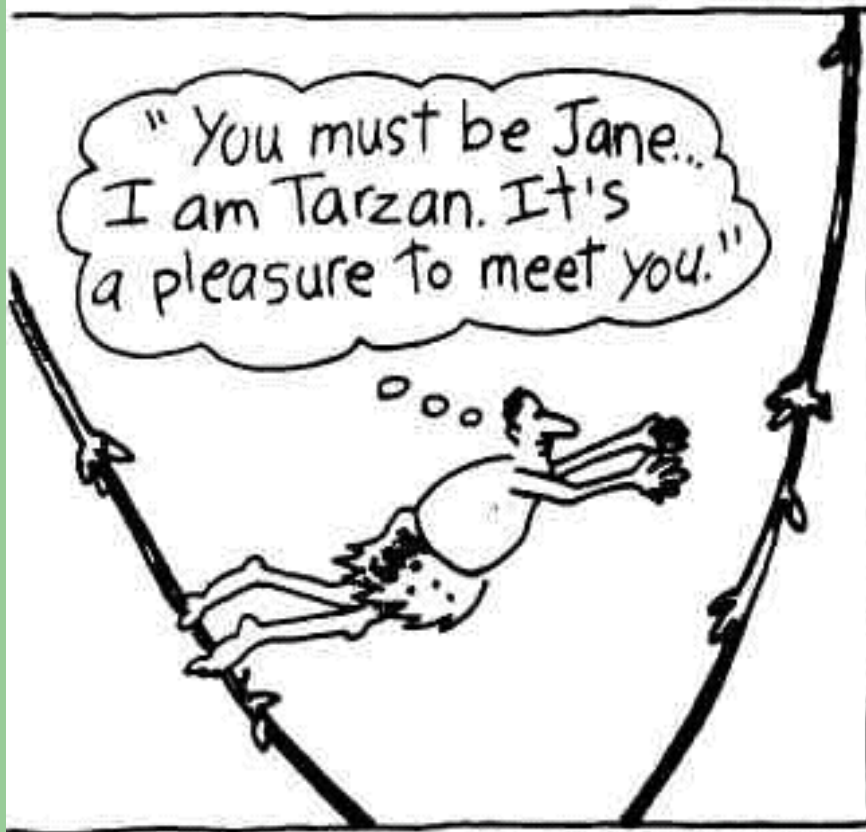


Public speaking is here

Tarzan Prepares To Introduce Himself To Jane



Tarzan Prepares To Introduce Himself To Jane



Tarzan Prepares To Introduce Himself To Jane



TERIMA KASIH
THANK YOU

