



Communications and Technology

Week 2



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Agenda

Week 1 – 1c Intro / Reqs / Course Schedule

Week 2 – 2 a. Self intro or b. Product intro

Week 3 – 3 Post Interview discussion, 5m speeches

Week 4 – 4 5m speeches, Scout interview and intro

Week 5 – 9 3 Communication Careers presentations

Week 6 – 8 Campfire Planning

Week 7 – 5, 6, 7 - discuss / turn in projects for 5, 6, 7

Week 8 – make ups

Week 9 – make ups



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Types of Communications

Requirement #1

List as many ways as you can think of how you can communicate with others.

- Types
- Categories



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SOME EXAMPLES

Signs	Telephone
Notes	Radio
E-mail	Speech
Letters	CB
Morse Code	Two Way Radios
Books	Conversation (Talk)
Magazines	Teach
News papers	TV
Expressions	Music
Body Language	
Poetry,	
Smoke Signals	
Fax	
IM (Texting)	
Chat Rooms	
Sign Language	



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Listening




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Listening cont.



- Listening is important
- During our lifetime we will listen to many, many discussions, speeches, rules, preaching etc.
- Many Fortune 500 companies provide employees with listening training
- **Listening and hearing are two different things**

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Listening cont.

Four types of listening:

➤ Appreciative

Listening for pleasure or enjoyment
Music, movies, comedy, plays...

➤ Empathetic

Listening to provide emotional support for speaker
A doctor listens to a patient; you listen to a friend's rant

➤ Comprehensive

Listening to understand the speaker's message
Direction to a friend's house; in a class or seminar

➤ Critical

Listening to evaluate a message
A campaign speech; a peer's research paper



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Make your audience want more



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Listening cont.

- **Take listening seriously**
Like any skill it takes practice and self-discipline
Resist Distractions
- **When you catch your mind wandering make a conscious effort to pull it back on track**
Try not to anticipate what the speaker will say/do next
- **Don't be diverted by appearance or delivery**
Suspend judgment - "A closed mind is an empty mind"
- **Focus Your Listening**
Listen for main points - A good speech only has a few
- **Listen for evidence**
Is it accurate? Are the sources objective? Is it relevant?



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Listening cont.

Causes of Poor Listening:

- **Not Concentrating**
Daydreaming, mind wandering, dozing
- **Listening Too Hard**
Trying to remember every fact, no matter how minute
- **Jumping To Conclusions**
Putting words into the speakers mouth; interrupting speaker, anticipating what speaker will say/do next
- **Focusing on delivery instead of message**
speakers accent, clothes, stuttering, presentation, tools
- **There are many others....**



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Communications and Technology

Week 3



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5 MINUTE SPEECH Requirement #3



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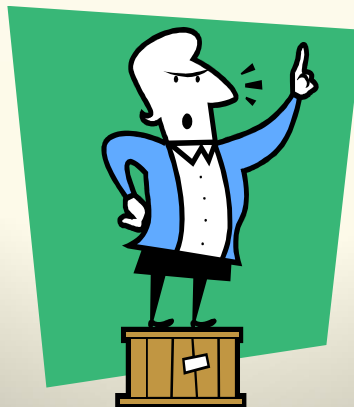
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How to Deliver a Speech



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As Abraham Lincoln once said:



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How to Deliver a Speech cont.

Elements of Good Speech

- ATTITUDE
- REHEARSAL
- VERBAL EXPRESSION
- NONVERBAL EXPRESSION



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How to Deliver a Speech cont.

ATTITUDE

- Attitude matters a great deal with delivery.
- A confident presence is an aspect of your credibility and persuasiveness.



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Your confidence will show



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Rely on your personality



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Smile



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How to Deliver a Speech cont.

REHEARSAL

- **Practice, practice, practice.**
- **Speak your presentation and speeches out loud as you're writing them.**
- **Use the mirror for an audience.**
- **Rehearse in front of family and friends**



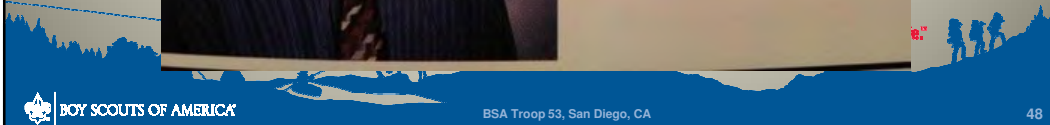
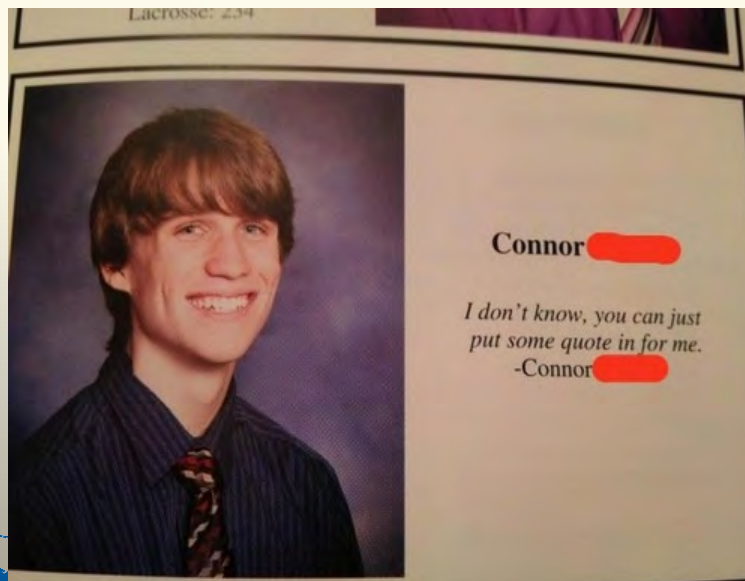
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Don't Phone it in



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Please Be Prepared



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How to Deliver a Speech cont.

Great speakers make great speeches...

- Ronald Reagan
- Robert Kennedy
- Severn Suzuki



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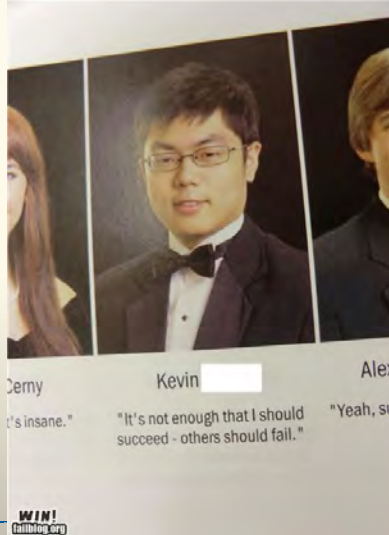
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False. You can all be great



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How to Deliver a Speech cont.

VOCAL EXPRESSION:

- You must speak loudly enough to be heard, clearly enough to be understood, and slowly enough for your audience to keep up.

NONVERBAL EXPRESSION:

- Body language matters because it influences your credibility and helps the audience focus on your speech.



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Beware of negative non-verbal cues



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Look as good as you can



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How to Deliver a Speech cont.

Vocal Expression

- **Volume** - Speak louder or softer for emphasis.
- **Pitch** - Stay at an appropriate mid-range level.
- **Rate** - Accelerate for a few sentences to excite, slow down and pause to emphasize some words.
- **Articulation** - Speak clearly with full voice.
- **Quality** - The personality of your voice, resonant, throaty, nasal, etc.



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Be smart



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How to Deliver a Speech cont.

Nonverbal Expression

- Eye Contact- look directly at person
- Facial Expression- conveys your mood and feelings
- Gestures/Body Movement- nodding/forward
- Use of Space- Standing, sitting, close, far
- Appearance- clean, neat, appropriate



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How to Deliver a Speech cont.



Nonverbal Expression

- Gesture naturally, as you would when you talk with friends.
- Free your hands as much as possible to “allow” that to occur.
- Make the manuscript your friend with large font, double spacing, and only complete sentences on one page.
- Use the lectern for your notes.
- **Keep your hands out of your pockets.**



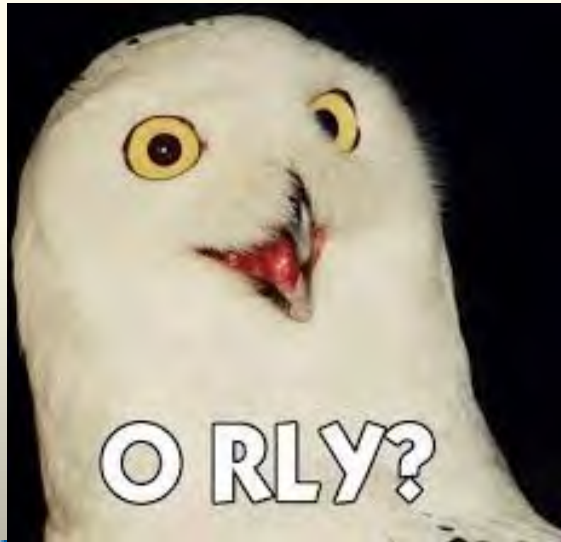
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Be prepared to answer questions on your topic



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How to Deliver a Speech cont.

Don't

- Don't hide behind the lectern, wear hats, or chew gum.
- Don't look over the audience heads or envision them naked (silly myths).
- Don't "watch your own feet when you dance."
KEEP YOUR HEAD UP!
- Do not put your hands in your pockets or fold your arms.



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Don't worry if you mess up



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You can recover, there are worse things



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Week 4



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