

**Materi PPM**

# **PUBLIC SPEAKING**



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Presented in:  
Pelatihan Persiapan UAN bagi Guru-guru Bahasa Inggris SMA  
se-Kabupaten Sleman (28 Agustus 2008)

ENGLISH LANGUAGE AND LITERATURE STUDY PROGRAM  
ENGLISH EDUCATION DEPARTMENT  
FACULTY OF LANGUAGES AND ARTS  
YOGYAKARTA STATE UNIVERSITY  
2008

# **PUBLIC SPEAKING**

## **A. Introduction**

Public speaking or speaking in front of public, especially for beginners, needs good preparation. The preparation involves ideas and their organization and realization in words. The first step is to decide on the basic purpose or type of response desired from the audience since the choice and treatment of the subject depend on why a discourse is to be given. The general purposes of public speaking are to inform, to entertain and to persuade. To persuade includes to convince, to actuate and to stimulate.

Two interrelated important points to be noted regarding with public speaking is stage fright and self-confidence. The condition troubling most speakers is fear, ranging from slight timidity to severe dread of addressing an audience. In daily life people usually talk freely without self-consciousness, but an individual getting up and facing a group is apt to suffer the upsetting apprehension known as stage fright.

One method of controlling stage fright is to face the challenge and speak. The situation should not be avoided but should be met with determination. The preceding suggestions for the control of stage fright are ways of developing self-confidence for the speaking situation. Some aspects need considering are as follows:

1. The pleasure of talking
2. The urge to communicate
3. Constructive view of the self
4. Knowledge of public speaking
5. The memory of ideas
6. Habits of relaxation

## **B. Some Important Activities/ Organizations of Public Speaking**

### 1. Seminar

- ❖ A class in which a small group of students meet to study or talk about a particular subject
- ❖ A course of study pursued by a group of advanced students doing original research under a professor
- ❖ A form of group activity in which one or more and perhaps all of the participants has to contribute something to the discussion, usually in the form of a prepared paper or talk

### 2. Workshop

- ❖ academic instruction for a small group, which employs such techniques as role-playing simulation, encounters give and take sessions and problem-solving laboratories;
- ❖ a course of study or work, especially of an experimental or creative kind, for a group of people on a particular project;
- ❖ an effective method to convey information quickly through a combination of presentations and exercises.
- ❖ A kind of task-based group activity which involves the completion of a certain specified task. It is expected that all members of the group will contribute something to the completion of the task

### 3. Symposium

- ❖ A conference at which a particular topic is discussed by various speakers.
- ❖ A collection of opinion about a subject

## C. Some Important Roles in Public Speaking

### 1. Moderator

- ❖ It refers to a presbyterian minister presiding over a church court
- ❖ One who presides an assembly, meeting or discussion
- ❖ A moderator in a seminar must have adequate knowledge on the subject matter.
- ❖ A moderator must know very well the arrangement of the seminar.
- ❖ A moderator must be able to lead the discussion effectively and efficiently (not talking too much or too little but the talk must create a friendly atmosphere)
- ❖ A moderator must know the background of the audience and the presenter in order to be able to choose the most appropriate way to bridge communication between the audience and the presenter.

#### What a moderator should do:

| No | Function   | Phrases/Utterances  |
|----|--|---|
| 1  | Greeting the audience  | Good morning<br>Good afternoon<br>Good evening<br>Hi,<br>Hello  |
| 2  | Addressing the audience  | Distinguished guests<br>Ladies and gentlemen<br>Dear brothers and sisters<br>Everyone/everybody                   |
| 3  | Welcoming the audience and telling the audience the title of the session | Welcome to the parallel session of the presentation of our colleague<br>Mr/Dr/Prof _____                          |
| 4  | Opening the presentation   | It's a pleasure for me to be here today.<br>It's an honour for me to be here today.<br>I'm glad to be here today. |
| 5  | Thanking the audience  | Thank you for being with us   |
| 6  | Introducing oneself briefly and  | I'm _____   |

|    |  |  |
|----|--|--|
|    | appropriately  | My name's _____  |
| 7  | Introducing the presenter or reading his or her CV                   | We are having a pleasure of having _____ with us here.   |
| 8  | Introducing the topic being discussed briefly and accurately         | _____ would like to talk about a topic which might be a topic of interest to you all   |
| 9  | Giving the floor to the presenter                                    | Everyone please welcome _____, the floor is yours  |
| 10 | Thanking the presenter for the presentation                          | Thank you _____  |
| 11 | Inviting the audience to ask questions, give comments or suggestions | Now I'd like to invite you all to ask questions, give comments or suggestion. Please raise your hand, tell us your name and your institution                       |
| 12 | Giving the floor back to the presenter                               | _____ please take the floor again to give responses to the audience  |
| 13 | Ending the session   | This is the end of   |
| 14 | Concluding the discussion  | The conclusion of the presentation is that   |
| 15 | Thanking the presenter   | <ul style="list-style-type: none"> <li>• Let us show our appreciation by giving him/her a big applause</li> <li>• Shall we give him an applause please.</li> </ul> |
| 16 | Thanking the audience  | Thank you to the audience for the participation  |
| 17 | Closing the session  | This is the end of the presentation. Thank you and have a nice day.  |

## 2. Presenter

- ❖ One who presents a paper in a seminar or workshop
- ❖ A presenter must have sufficient knowledge of topic s/he presents
- ❖ A presenter must organize his ideas well so that the audience can follow her/ him easily
- ❖ S/he sometimes needs to provide media to support the written paper

**What a presenter should do:**

| No | Functions                | Phrases/Utterances   |
|----|--------------------------|--|
| 1  | Greeting the audience    | <i>Assalamualaikum Wr Wb</i> (Peace be with you all)<br>Good morning<br>Good afternoon<br>Hello<br>Hi      |
| 2  | Addressing the audience  | Ladies and gentlemen<br>Dear brothers and sisters<br>Everyone/Everybody                                    |
| 3  | Opening the presentation | It's my greatest pleasure to be here today.<br>It is also a particular pleasure to meet with our audience. |
| 4  | Starting                 | The title of my presentation is ....<br>I'd like to talk today about ....<br>My topic today is ....        |
| 5  | Planning                 | I have divided my talk into ....<br>The first point of my talk is ....<br>My second point is ....          |
| 6  | Opening the main section | I'd like to start by suggesting that ....  |
| 7  | Moving to a new point    | Let me now turn to ....<br>I'd like to turn now to the issue of ....                                       |
| 8  | Postponing               | I'll be returning to this point later  |
| 9  | Referring back           | Getting back to the question of ....   |
| 10 | Highlighting             | The important thing about ... is ....<br>The thing to remember is ....                                     |
| 11 | Indicating               | Okay,<br>Right,<br>Good,<br>Well,  |
| 12 | Summarizing              | Let me try to conclude our discussion then<br>The main points that have been made are ....                 |
| 13 | Closing                  | I'll finish here, Thank you<br>And let me finish here, thank you   |

### 3. Master of Ceremonies (MC)

- ❖ A person who superintends the forms to be observed on various social occasions, e.g. public banquet, party, seminar, workshop.
- ❖ S/he must know exactly who are invited to the occasions: the special guests and the audience.
- ❖ S/he lets the invited know the rundown of the programs.
- ❖ S/he must know the formality of the occasions and therefore adjusts what language style to be used and what atmosphere should be created.

#### What a master of ceremony should do:

| No | Functions               | Phrases/Utterances   |
|----|-------------------------|--|
| 1  | Greeting the audience   | Good morning<br>Good afternoon<br><i>Assalamualaikum Wr Wb</i> (Peace be with you all)   |
| 2  | Addressing the audience | His Majesty Sri Sultan HB X,<br>The Minister of National Education,<br>Prof. Bambang Sudibyo, to His Honor,<br>Prof. Sugeng Mardiyono, Ph.D, the<br>Rector of Yogyakarta State University,<br>The Honorable Dean of Faculty of<br>Languages and Arts,<br>Distinguished Guests,<br>Ladies and gentlemen,<br>Dear brothers and sisters |
| 3  | Welcoming               | It's my greatest pleasure to welcome<br>you to ...<br>It is a particular pleasure to welcome<br>you to ....<br>Welcome to ....   |
| 4  | Reading the Agenda      | Before starting the program, let me read<br>the agenda.<br>Before we run our today's activity, allow<br>me read the items of our program.  |
| 5  | Items in an agenda      | 1. Report from Chairman of the   |

|   |                      |  |
|---|----------------------|--|
|   |                      | <p>Committee</p> <ol style="list-style-type: none"> <li>2. Welcoming address by ...</li> <li>3. Speech by ... followed by the opening of the seminar/ workshop/ training</li> <li>4. Token presentation</li> <li>5. Presentations</li> <li>6. Closing</li> </ol> |
| 6 | Inviting the speaker | <p>Ladies and gentlemen, to start our program let hear the report from the Committee presented by Chairman of the Committee. Mr. ... the floor is yours. The next is a speech from .... Ladies and gentlemen, please give a warm welcome to ...</p>              |
| 7 | Token presentation   | <p>Thank you Your Excellency, but before you return to your seat, on behalf of the Committee, we'd like to present a small token of appreciation for your presence in this opening ceremony. We request Mr. ... to present the token.</p>                        |
| 8 | Closing              | <p>Well, ladies and gentlemen, we come to the end of the opening ceremony. Thank you very much for you participation and we really hope that you will have an interesting and inspiring seminar.</p>   |

#### **D. Closing**

The need for effective public speaking will almost certainly touch us sometime. When it does, we want to be ready. However, even if we never give any speech in our life, we still have much to gain from studying public speaking. Hopefully, this training is invaluable for every type of communication.

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