

Public Speaking Workshop

8am - 9am – Friday May 1st, Saturday May 2nd, and Sunday, May 3, 2009
presented by the **International Museum Theater Alliance (IMTAL)**
as part of the AAM annual Conference in Philadelphia, PA

The good habits of a public speaker include...

- Physical Technique
 - Eye Contact
 - Nose out of notes
 - Choose anchor points around the room
 - People who are safe to look to
 - Gives impression you are speaking to everyone directly
 - Immediate feedback on volume, understanding, etc.
 - Feel free to set a few friends as plants in the audience
 - Being Grounded
 - Head up, shoulders back, feet firmly planted on the floor
 - Opens breathing
 - Gives confidence
 - If you feel like a push over, how can people follow your thoughts as an expert on your subject
 - Gestures
 - Not too much, not too little
 - Use to punctuate, not distract
 - Breathing
 - Oxygen is key to your brain, don't choke it!
 - Take the time to breathe!
 - Breathe from the diaphragm, not the chest
 - Take a drink
 - Use as a pause to breathe and check your notes
 - Audience is accepting and allows for this
- Vocal Technique
 - Pauses
 - Moment to breathe
 - Highlight important points
 - Inflection
 - Use your highs and lows
 - One tone and you become background noise to BlackBerry texts
 - Volume
 - Use volume to highlight
 - Don't ignore the power of the whisper
 - Annunciation
 - Hit your consonants
 - Don't ignore your vowels

- Speed
 - Don't talk too fast, people want to understand you
- Tempo
 - Similar to music, there should be faster and slower sections
 - Keep them guessing as to what is coming next
- Warm-ups
 - Tongue massage; Horse lips; Stretch the jaw; Gross chews
- Mental Technique
 - Know your material
 - Know your content
 - Know your speech
 - Know your audience
 - Who are they?
 - What do you know about them as a group?
 - Where did they just come from? Where are they going?
 - Know the expectations
 - Time
 - Purpose
 - Audience's goal for coming - didn't come for the tech
 - Believe in what you're saying – "Passion"
 - Why do you care? Capture that and share it!
- Writing Technique
 - State your purpose
 - Start Strong, End Strong
 - Outline vs Script
 - Humor: To joke or not to joke
 - Annotate your script/Outline
 - Repeat your major points
 - Repeat your major points
 - Sum your conclusion
 - Repeat questions during Q&A

- Technical Elements
 - PowerPoint
 - Technical
 - Opening file
 - Turning on slide show
 - Forwarding slide
 - Backing up if mistake is made
 - Layout
 - Pictures
 - Large Print
 - Words or phrases – not paragraphs
 - 3-4 subpoints per outline
 - If it goes down, remember, attendees came to hear you speak, not your powerpoint slides or handouts.
 - Microphone use
 - Stay close to the mic
 - Don't turn your head away and speak to the slides
 - Body to Screen positioning
 - Trust your computer
 - Lectern height issues
 - Handouts
 - Don't provide your own distractions

Presented by members of the International Museum Theater Alliance. If you have any questions or want to tell us how your session went, contact us through www.imtal.org or:

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