#### **Attachment Capsule 8**

1. **Pre-activity**

**Draft.**

1.1 You must prepare your presentation in advance. You can follow the following steps:

1. Establish your fact. What’s your objective?
2. Think of what your audience already knows. Start from there.
3. Be honest, clear and straight. Be yourself by standing on your own truth. Always keep your presentation with integrity, that means use your own word.
4. Create sentences of value: Rationalize your topic by answering to yourself why is this important? And for each answer ask why again. Answer with short simple sentences.
5. Focus on future results of this idea.
6. Create a point-by-point path guiding the audience through this information
7. Connect these elements with entertaining and narrative story devices that capture and maintain the audience’s attention, you can also use funny facts or phrases to engage the audience.
8. Summarize mentioning in three short sentences what you want, how it should be like that, and what good things will happen if done like this.

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| **Tip:**  You can use in your speech words and phrases that increase your credibility:  <https://www.inc.com/minda-zetlin/38-convincing-words-and-phrases-to-adopt-immediately-.html> |

1. **Activity**

**Format and Form.**

Format.

2.1 Now start putting all you structured before into the following format. The argumentative structure usually includes:

1. Presentation or Introduction
   * Introduce yourself briefly mentioning your name and where you work or study.
   * Here you have to get the attention of the audience. Start with your opening sentence.
2. Presentation of the thesis
   * This is the nucleus of the argumentation.
   * It must be based on rational arguments.
3. Argumentative body and antithesis.

This is the justification of your thesis with proofs and valid arguments, you can use different argumentative strategies here, for example: analogies, positive consequences of adopting this idea, objective data to support your thesis, etc.

1. Conclusion: use ideas written in section 1.1 point 8.

Form.

2.2 While you form your presentation think of the following:

1. What will happen if you get a blackout?

Be ready, think of phrases that will help you through in case you have a blackout.

1. How can you give a strong positive impression?

Think about security, pose, body language, tone of voice, your gestures. They all matter.

1. Does your voice matter?

Yes! You must pay attention to the following:

* + **Register:** Speak from your chest, not from your throat nor your stomach. Practice how you say everything and how it changes if you change the register.
  + **Timbre**: It is the quality of your voice. Think of the voice of a jazz station in the radio. It usually matches the type of music he plays.
  + **Prosody**: it is the property syllables and larger units of speech have. The prosody includes **intonation** (the ups and downs of tone in phrases), **tone** (how you say it: serious, angry, funny, doubtful, etc.), **stress** (the highest sound of a word) and **rhythm** (the sense of movement in speech, marked by the stress, timing, and quantity of syllables).
  + **Pace**: method of delivering information, it can be slow, make pauses or rushed.
  + **Pitch**: is the highness or lowness of your voice.
  + **Volume**: speak in a way such that everybody in the audience can hear you. Change your volume to call the attention – sometimes louder, sometimes softer – so that selected passages stand out from the rest. If you are using a microphone, it’s better to distance yourself a bit from the microphone and speak more loudly.

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| **Tips:**  To practice more with your voice, visit:   * <https://virtualspeech.com/blog/use-your-vocal-toolbox-deliver-impactful-speech> * <https://johnpapa.net/voice-pitch/> |

1. **Post-activity.**

**Practice**

3.1 Follow this process:

1. Record your presentation: Read your script using the elements given before, with the correct voice, intonation, rhythm, etc.
2. Listen to yourself while reading the script. Highlight in yellow the parts that should be given more importance using your voice. Highlight in green parts that must stay and in orange the parts that are not necessary.
3. Pay attention to your pronunciation, is it correct? Use an online dictionary to help yourself find out the correct pronunciation and practice.
4. Make the necessary changes and record yourself again.
5. Check how much it took to give your presentation, if it is longer than 2 minutes, repeat the process number 2 by thinking of sentences of value (asking yourself why in each statement).
6. Revise your presentation to locate places of improvement (where to create a pause, where to ask a question to the audience, where to tell a joke or a short anecdote).
7. Include this and record yourself. Your presentation with all the elements (jokes, pauses, questions, etc.) should last 3 minutes.
8. Don’t forget your phrases in case of blackouts. You could use this blackout to ask a question like: “Now I am going to ask you something and after that you will remind me where we were in this presentation… (ask a question related to your topic).
9. Practice as much as you need to gain confidence.
10. Present it to a friend. Make it as real as possible.

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| **Tip**  People usually get very nervous therefore, they get a dry throat. Always carry a bottle of water or refreshing pills.  For more preparation in this topic visit:   * <https://courses.lumenlearning.com/boundless-communications/chapter/introduction-to-persuasive-speaking/> * <https://www.ted.com/talks/camille_langston_how_to_use_rhetoric_to_get_what_you_want?utm_campaign=tedspread&utm_medium=referral&utm_source=tedcomshare> |

It is very important you watch videos of people talking about a topic in less than 5 minutes, they tend to use the same structure to present, all elements are involved in that brief presentation. Analyze their methods and practice with the ones you feel more comfortable with. There is not a magic formula but finding what makes you real and passionate and keep on practicing all the time.