



**UNIVERSITY
OF MALAYA**

CENTRE for CONTINUING EDUCATION



Effective PUBLIC SPEAKING and PRESENTATION

This course will give guidance on how to become an excellent and effective speaker with the ability to influence the audience. The discussion of the course covers some guides on making thorough preparation, eliminate nervousness, deliver confident speech, and able to answer question effectively. The course will also offer tips on how to use audio-visual aids effectively for an exciting presentation.

COURSE OUTCOME

At the end of the course, participants would be able to:

- ✓ To provide with the practical skills and knowledge necessary to express themselves clearly, with confident and power, in variety of speaking situations.
- ✓ Participants will be taught presentation techniques, how to plan and structure to express themselves clearly, with confidence and power, in a variety of speaking situations.

COURSE OUTLINE

- ✓ The importance of good public speaking
- ✓ Characteristics of an excellent speech
- ✓ Common weaknesses & mistakes in making speech
- ✓ Preparation, delivery and assessment of speech
- ✓ Effective presentation with audio-visual aids
- ✓ Ceremony protocol and speech

