



# Presentation and Public Speaking Skills

**A SAQA registered qualification  
for Administrative  
Professionals in all Services  
Sectors  
SAQA ID: 242840,  
NQF Level 4, 4 Credits**

Effective verbal communication is very important to all of us. To communicate effectively the whole personality should be adapted to the effort of arousing certain thoughts and feelings in the mind of the listener.

It is to the speaker's advantage to be face to face with his audience as his nonverbal cues such as mannerisms, gestures and facial expressions help to project his personality and assist him to remain in contact with his audience.

The purpose of the skills programme is to make the learners are aware of their audiences and purposes for communication.

They adapt their style and language register to the requirements of different situations.

They are able to listen and speak/sign confidently in both formal and familiar settings.

They can articulate their purposes and reasons for the adoption of a particular register and style in any situation. They can usually identify the assumptions and inferences implicit in what people say/sign and how they say/sign it.

## Persons attending this programme are able to:

- ⇒ Interact successfully in oral/signed communication
- ⇒ Use strategies that capture and retain the interest of an audience
- ⇒ Identify and respond to manipulative use of language

## Course Overview

A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this workshop, you will master the skills that will make you a better speaker and presenter.

It's like preparing every detail of a party. You are prepared, and it's going to be a smashing success.

## Learning Objectives

- Identify ways to gain rapport with your audience
- Learn techniques to reduce nervousness and fear
- Recognise how visual aids can create impact and attention
- Develop techniques to create a professional presence
- Use practice techniques to really prepare

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