

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the Name of Allah*

# **GUIDELINES FOR PREPARING A SEMINAR/SPEECH**

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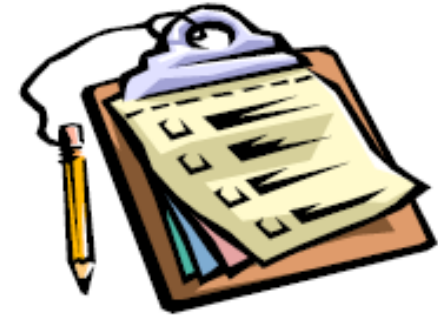
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# Outline:

- 1. Selecting Topic*
- 2. Analyze Need*
- 3. Prepare Outline*
- 4. Opening*
- 5. Body*
- 6. Closing*
- 7. Practice*
- 8. Getting Ready*



*Few presentations are successful when the speaker is not adequately prepared. To prepare a seminar, consider the following guidelines:*

**Select an appropriate topic:**

When you have the opportunity to choose your topic

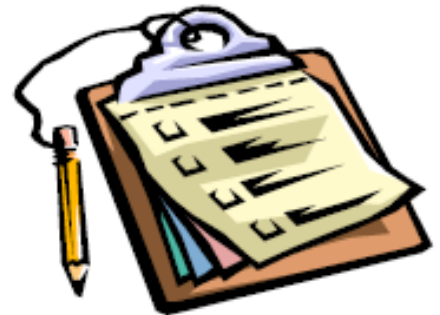
1. Select a subject that you know or that you can research.
2. Consider the audience. *What does the audience know about you and about the topic? Is the topic interesting to your audience?*
3. Determine the purpose of your speech. *Is it your intention to: entertain? Inform? Persuade? Stimulate interest? Inspire?*



## **Analyze your needs:**

**Consider the situation in which you will be speaking.**

- 1. Material analysis. *Are manuals, pamphlets, forms, and handouts useful to support your presentation? Are they available?***
- 2. Environment analysis. *How much time do you have? Can you use projectors, PowerPoint presentations? What other physical constraints should you consider?***

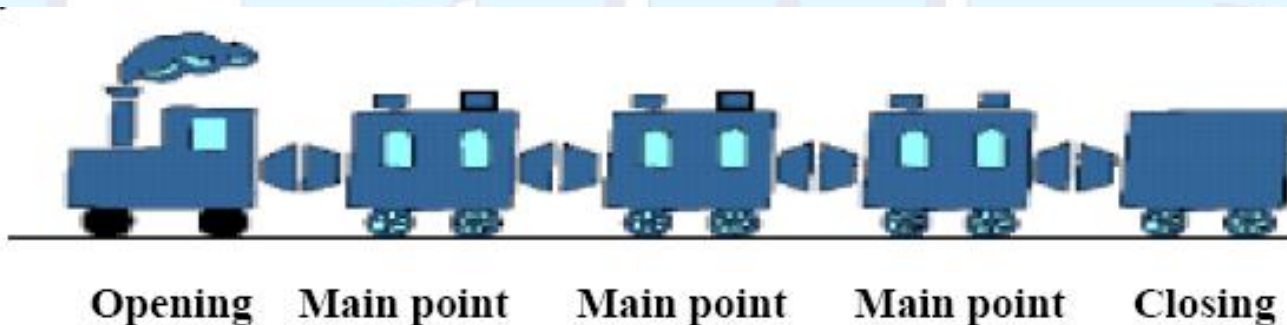


## Prepare your outline:

Successful speakers do not fully “**script out**” their speeches. They work from an **outline**. You may choose to develop a full script, but a detailed outline provides the structure for that script.

Always complete the “**body**” of the outline first, then finish the “**opening**” and “**closing**.”

When your outline is completed, you may choose to write your full script.





## 1. Opening

The opening is your opportunity to gain attention and enhance the curiosity of the audience.

It is also the time to establish your credibility with the audience, to preview the topic, and to let them know why this topic will be of interest to them.

A suggested sequence for your opening is:

- Thank introducer
- Identify yourself and why you are here
- Gain attention (*Some proven techniques for gaining attention include providing examples and facts, poems, telling a joke or a story, asking a question, or providing a relevant quote.*)
- State the topic and purpose
- Preview content



## 2. Body

The body of your speech is the portion where the main points of your topic are presented and supported by **facts, figures, relations, and examples.**

A main point is a statement that lets the listeners know where you are in the presentation and what this section will be about.

**Example:** *Another important aspect of Jacobians in Robotics is.....*

A main point statement is usually followed by supporting points:

Supporting points are usually examples, evidence, statistics, stories, and analogies that will explain or validate your main point.

**Example:** *One way to define Automation is.....*





### 3. Closing

The closing is the portion of the speech that brings everything back together in one final point or appeal.

To make your closing have an impact you should:

- Briefly review or summarize your main points.
- Restate or rephrase your purpose in the speech.
- Give your audience something to remember or think about or act upon. (*Some of the same techniques used for gaining attention in the opening can be used in the closing.*)



## Practice, Practice, Practice

There are a number of ways to practice your speech:

- You can deliver it into a tape recorder or camcorder, or by looking into a mirror.
- You can deliver it to a friend and ask for feedback.
- The important thing is that you practice it several times before your presentation. Some of the important things to practice are:
  - Time
  - Use of appropriate language
  - Words you “stumble” on
  - Emphasis on “key words”
  - Places for pauses and/or appropriate gestures
  - Vocal variety
  - Eye contact



## Prepare yourself mentally and physically

To get ready mentally and physically for your speech:

- Get a good night's sleep the night before
- Avoid caffeine, sugar, or carbonated beverages before your speech
- Breathe deeply before you start
- Assume a comfortable stance for delivery
- Seek out people in the audience who are listening, nodding, and giving you encouragement
- Pause before you begin (and as needed throughout the presentation) to give yourself time to gather your thoughts



*Remember that everyone gets a little nervous before speaking in public. Your nervousness is a normal and natural reaction to the situation and one that keeps you alert and aware.*









Center of Excellence in Design, Robotics and Automation



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