

Career E-minder

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CAREER
SERVICES
Skill Series

Public Speaking; Why It's Important

You're sitting in a meeting room, classroom, or auditorium waiting for the presenter to show up and discuss the topic you're mildly interested in but were required to attend anyway. After 5 or 10 minutes the presenter has shown up, unpacked his laptop that contains a probably boring PowerPoint and either turns on the microphone that naturally only works when it's turned off, or he attempts at covering a scattered 50+ attendee audience with his "I woke up an hour and a half ago" vocal cords. You will undoubtedly turn off your brain before said presenter even approaches the material to be covered, and the presenter is already hearing the moans and groans of his audience in his head. It's a lose-lose situation.

Speaking in public has never been an approachable skill. Everyone at some point in their life feared giving a speech, regretted a presentation they did, or has felt self-conscious about themselves while speaking in front of people. CEO's, managers, your co-workers, your employees, friends and family all have had issues in this department. Here are a couple ways to change your approach to public speaking and why it's important to make them.

Be comfortable with your topic. People will forget about your nervous ticks if they see that you are confident with yourself and are relating relevant information. If you don't know what you're talking about or it seems you have forgot, they will turn off the listening switch and start humoring themselves with your nervous ticks. It's true.

Hands out of your pockets! There is nothing in your pockets that is more important than what you are talking about. People smoke a cigarette or fiddle with their cell phone because walking to class or waiting for someone to arrive is "simply and unbearably boring". This is implied when you start fiddling with your keys or "just in case" pocket change. Take out your keys and forget the change.

Warm your voice up. This isn't just for actors and singers. People need to hear you and they need to understand you. Actors and singers work on their *diction*, the conciseness of their words, and their *projection*, how clear their words sound over a large space. We all hated the teachers in high school who droned on about the War of 1812 or the difference between DNA and RNA, so why on earth would we want to reciprocate that pain on others? Go through the alphabet and enunciate every letter four or five times with exaggeration. Make sure that when you talk, you use your diaphragm for vocal support and breathing. Using your throat muscles will wear you out fast.



CATCH UP ON
PART 2
NEXT WEEK!

Job of the Week

Job ID: 4658

Job Title: Administrative Assistant/Office Manager

Organization: Webb Electric Company of Florida, Inc.

Job Description: The position requires strong computer skills (proficient in word processing; includes WP and Word), managing contractual documents and invoicing, compiling lengthy proposals, etc.

For the qualified individual, starting salary would be around 24K with exceptional room for advancement and compensation.

Log on to JasonQuest to find out more information!

Job of the Week

Job ID: 4605

Job Title: Scheduling Coordinator

Organization: 1st Choice Home Improvements

Job Description: Answer phones, call customers to schedule sales appointments. Good verbal skills is a must. This position entails light filing, data entry, and supervisory skills. We are looking for an outgoing reliable individual. Our mission is to provide our customers with superior products and unsurpassed customer service at a fair price.

Log on to JasonQuest to find out more information!

IMPORTANT INFO!

- **Mar 26th:** Career Exploration Team 3 is almost underway! There are 2 more slots available so call CS today to register for a spot or to find out more!
- **Mar 27th:** Construction Career Night is here! Thursday from 530-830pm in the Conference Center. Come meet directly with employers!

Water Cooler Joke of the Week

Q: Why did the bank drive-up window teller have tire tread marks across the back of his grey suit?

A: From crawling across the street when the sign said: "Don't Walk."

Thanks to ahajokes.com