

1. What is Public Speaking?

Public speaking is when you (the presenter) educates and communicates with a large group of people. Usually, the presenter is a person who has **expertise** in a specific subject.

2. What is Expertise?

Expertise is the **deep knowledge** the presenter has inside his/her mind. The presenter carefully explains this information to a group so they can understand it at the same or similar level as the presenter.

3. How is this done?

A presenter must do the following in order to ensure his/her ideas are understood by the audience:

I. Research

- Learn the specifics of the material.
- Find credible sources, examples, and data.
- Focus on the most important and relevant information.

II. Prepare

- Practice speaking the information before the presentation.
- Have the information broken down into precise notes.
- Memorize as much information as possible (you should not rely on your notes).
- Being prepared shows the audience you respect them and the information.

III. Engage the audience

- Speak loudly, clearly, and to the audience.
- Move around a lot and be enthusiastic about the information.
- Make eye contact with many people in your audience.

***If you accomplish these goals, you will feel comfortable speaking to a group because you will have confidence in what you are communicating.**

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