

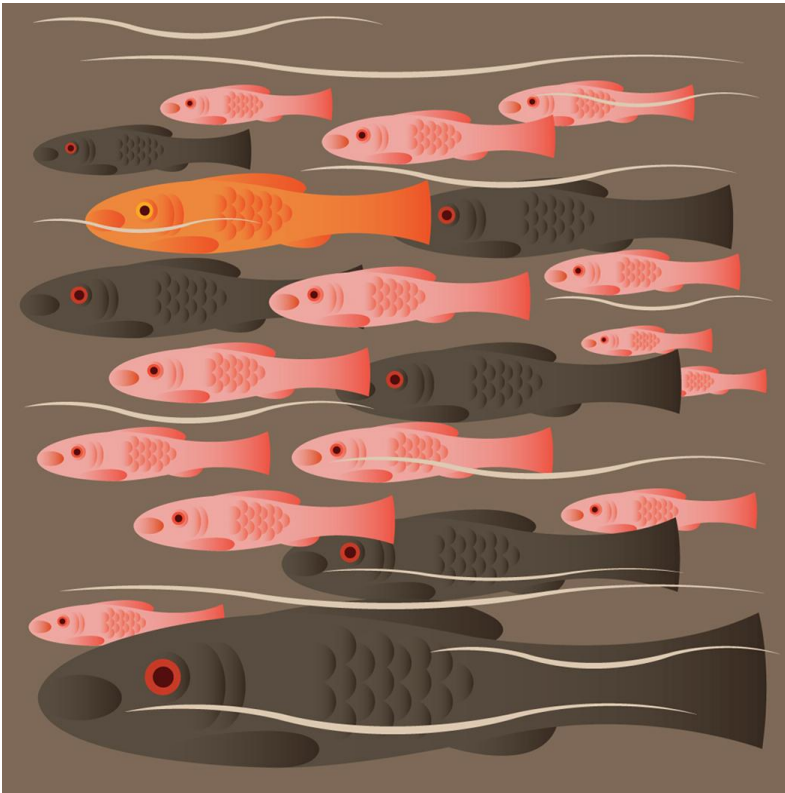
MODULE 1.6, HANDOUT #1: Giving positive feedback on public speaking skills

Giving feedback is a very important component of this training. You are encouraged to focus on each of the various talks and presentations given by the other participants and also to focus on a particular component (below, left-hand column) of public speaking. When you are paying attention to other participants, you are focusing on the component for much longer than you would do if you were only concerned with your own presentation.

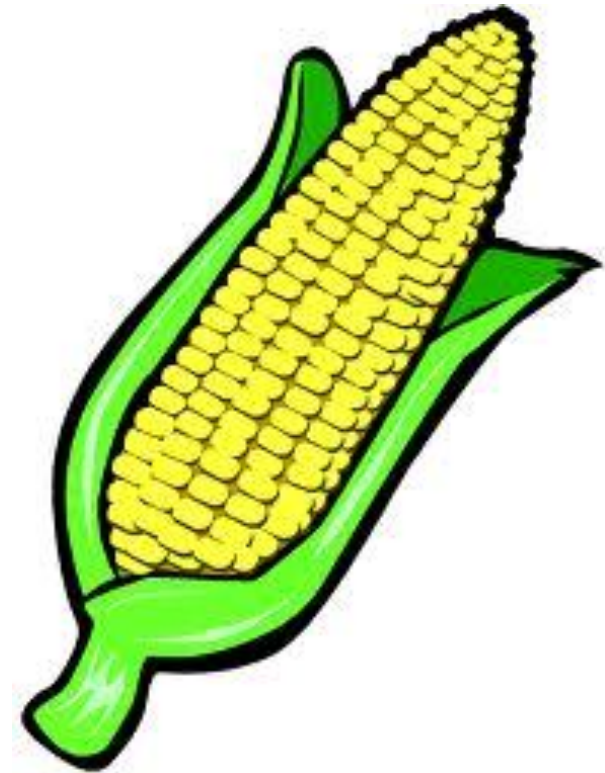
Component	Negative feedback	Positive feedback
1. Eye contact with audience	"Why did you look out of the window some of the time?"	"You did well to make eye contact with me, even though there was a generator outside making a noise."
2. Eye contact with each member of the audience	"Why did you look at everyone in the room except for me?"	"I noticed you tried to make eye contact with everyone in the room at least once, which wasn't easy."
3. Hand movement	"You waved your hands around so much I was distracted a great deal."	"I know you often 'talk with your hands' so you made a good effort to stop this, mostly successfully."
4. Feet placement	"Why did you stand that way, as if you were standing to attention in the NDF?"	"It was good the way you stood upright and didn't slouch around with bad posture."
5. Facial expression	"You should not make so many faces when you talk. It puts me off."	"Your changing expressions really showed how important this issue is to you."
6. Body language	"You should not act as if you are so scared that you can't wait to get out of here."	"I could see you were nervous by your body language but you definitely improved as you went along."
7. Voice volume	"I could not hear a word you said. If you cannot talk up you should not speak at all!"	"You have a naturally quiet speaking voice but you did well to try to increase the volume a bit."
8. Voice expression	"Your voice was so boring I fell asleep. Why can't you be more animated?"	"It was good the way you put some expression in your voice; with just a bit more you could really show how interesting this subject is."
9. Voice projection	"Why did you keep on mumbling into your collar as if you were unsure about what you were talking about?"	"When you gain confidence in speaking to an audience you will find it easier to lift your head up even more to speak."

MODULE 1.6, HANDOUT #2: Single person eye contact skills

1. FISH

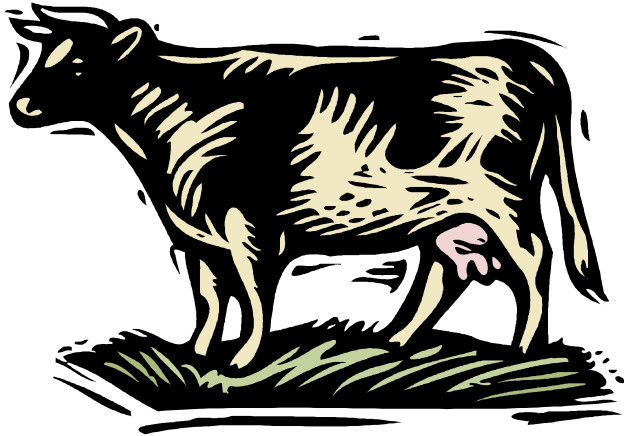


2. MIELIES (CORN)



MODULE 1.6, HANDOUT #3: Individual audience members' eye contact skills

1. COW



2. SNAKE



3. OSTRICH



4. RAT



MODULE 1.6, HANDOUT #4: Using our hands in an appropriate manner when speaking

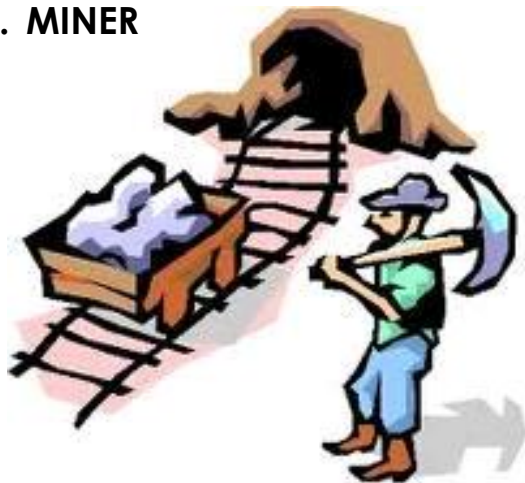
1. NURSE



2. PILOT



2. MINER



4. TAXI DRIVER



MODULE 1.6, HANDOUT #5: Feet placement and talking about tricky issues

1. POLICEWOMAN



2. ROBBER



3. WOMAN TEACHER



4. HUNTER



MODULE 1.6, HANDOUT #6: Changing our faces can change our meaning

1. DRINKING



2. OVEREATING



MODULE 1.6, HANDOUT #7: Being aware of our body language



GROUP 1. DRUG AND ALCOHOL ABUSE

GROUP 2. HIV IN AFRICA



MODULE 1.6, HANDOUT #8: Using our voices effectively

GROUP #1 (voice EXPRESSION)	<i>"My cousin's car is at the panelbeaters now. Guess who put it there?"</i>
GROUP #2 (voice VOLUME)	<i>"Since my father died suddenly, I am head of this household."</i>
GROUP #3 (voice PROJECTION)	<i>"Where has my firstborn gone? I have been searching for her all day. Must I find her at the shebeen with my sister?"</i>

MODULE 1.6, HANDOUT #9: Preparing for my presentation

TOPIC:		
Presentation step	What am I going to say (summarise ONLY or draw a picture or symbol to guide you)	Evaluation (did I cover all content?)
1. Introduce		
2. Explain		
3. Discuss		
4. Go into detail		
5. Finishing up		
6. Q&A		

MODULE 1.6, HANDOUT #10: Self-assessment evaluation for participants

Participants receiving training in Module 1.6 are not subject to formal assessment. However, in order for you to assess the knowledge and skills you have acquired on public speaking and presentation, and for the trainer to ascertain how effective the training has been, you are encouraged to answer for yourself the following questions and discuss your answers – as part of a group or individually – with your trainer.

- 1. Can I describe why it is important to develop good public speaking and presentation skills?**
- 2. Can I provide a definition of gender balance and explain why it is important?**
- 3. Can I give reasons why women might feel unable to express themselves freely in public and how these factors can be addressed?**
- 4. Can I list the 9 components of good public speaking to do with my body and voice?**
- 5. Can I list the three different ways that I can alter the way that I use my voice?**
- 6. Can I identify the 6 presentation steps I used during my talk today?**
- 7. What aspects of public speaking do I feel I must still work on?**
- 8. What aspects of public speaking do I have confidence in?**