



"Orator Overview" Corporate Clients

- In the simplest terms, what is your job role?

* My job is to...

- How many people do you usually to speak to?

* 0-10

* 10-50

* 50-100

* 100-500

* 500+

- What is the main speech style you use?

* Informative (I am educating...)

* Persuasive (I am selling...)

* Motivational (I am inspiring...)

* Political (I am strategic...)

* Vote Of Thanks (I am chairing...)

* Humorous (I am entertaining...)

* Impromptu (I am spontaneous...)

- What is your main role or objective in meetings/presentations?

- * To represent
- * To report
- * To pitch
- * To chair
- * To negotiate

- What type of contributions do you make?

- * Prepared presentations and reports (rehearsed speaking)
- * Conversation and discussion led (guided speaking)
- * Ideas brainstorming and bouncing (spontaneous speaking)

- What space do you use?

- * Small (meeting room)
- * Medium (conference room)
- * Large (auditorium)

- Do you ever have to use a podium or microphone?

- * Yes
- * No

- What is the usual audience configuration?

- * Circle of chairs
- * Boardroom table
- * Horseshoe
- * Rows of chairs

- Do you use visual aids?

- * Power Point
- * Hand Outs
- * Flip Chart
- * Props

- Do you use or take down notes?

- * Yes, using an electronic device
- * Yes, using a handwritten notepad
- * No

- What is your usual physical positioning?

- * Standing (full body language)
- * Seated (upper body language)
- * Both

- What is your dress code?

- * Formal
- * Smart
- * Smart/Casual
- * Casual
- * Informal

- Do you wear any of the following?

- * Tie/High Buttoned Shirt
- * Suit Blazer/Jacket
- * Suit Trousers/Skirt
 - * High Heels
 - * Belt
- * Fitted Shirt/Dress
 - * Glasses

- Name three speaking qualities observed in a peer, colleague, superior or leader that you would like to avoid?

- *
- *
- *

- Name one speaking quality observed in a peer, colleague, superior or leader that you would like to emulate?

- *

- What do you consider to be your one public speaking strength?

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- What are the three areas you would most like to improve in your public speaking?

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- Which of these areas and techniques do you want to learn about and implement?

<p>THE SPEECH</p> <ul style="list-style-type: none">* Content Creation* Honing Message* Speech Structure* Rhetorical Devices* Impromptu Speaking* Visual Aid Design	<p>THE VOICE</p> <ul style="list-style-type: none">* Breath Support & Volume* Vocal Warm Up & Preparation* Pitch, Pace & Inflection* Articulation & Diction* Vocal Projection & Audibility* Mic Technique
<p>THE BODY</p> <ul style="list-style-type: none">* Posture & Stance* Visual Aid Relationship* Body Language* Eye Contact & Eyeline* Visual Cues & Signposting* Gesticulation	<p>THE PRESENTATION</p> <ul style="list-style-type: none">* Audience Engagement* Speaking Persona* Confidence & Nerves* Personal Passion* Presentation Style* Authenticity & Integrity