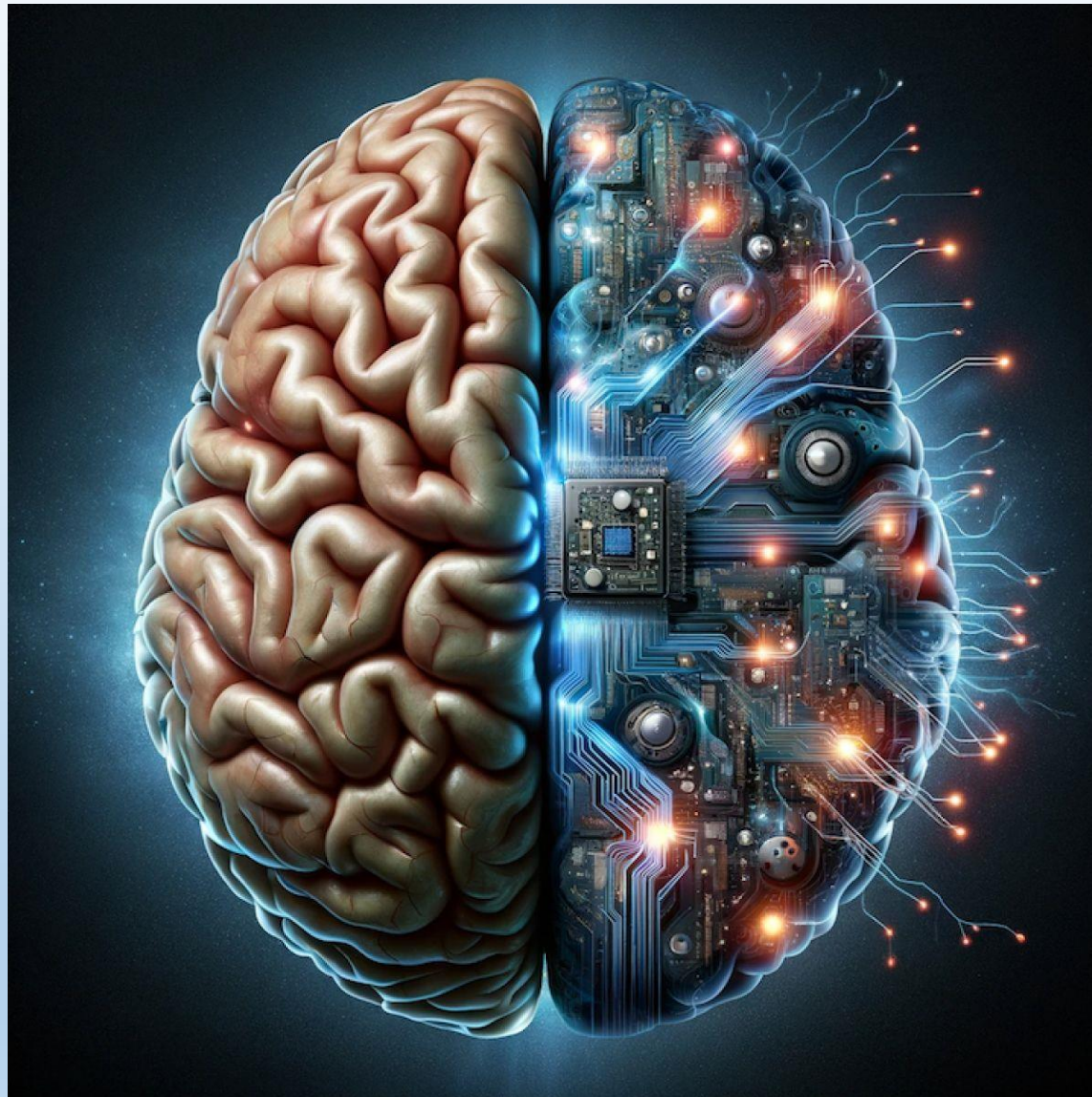


# Presentation

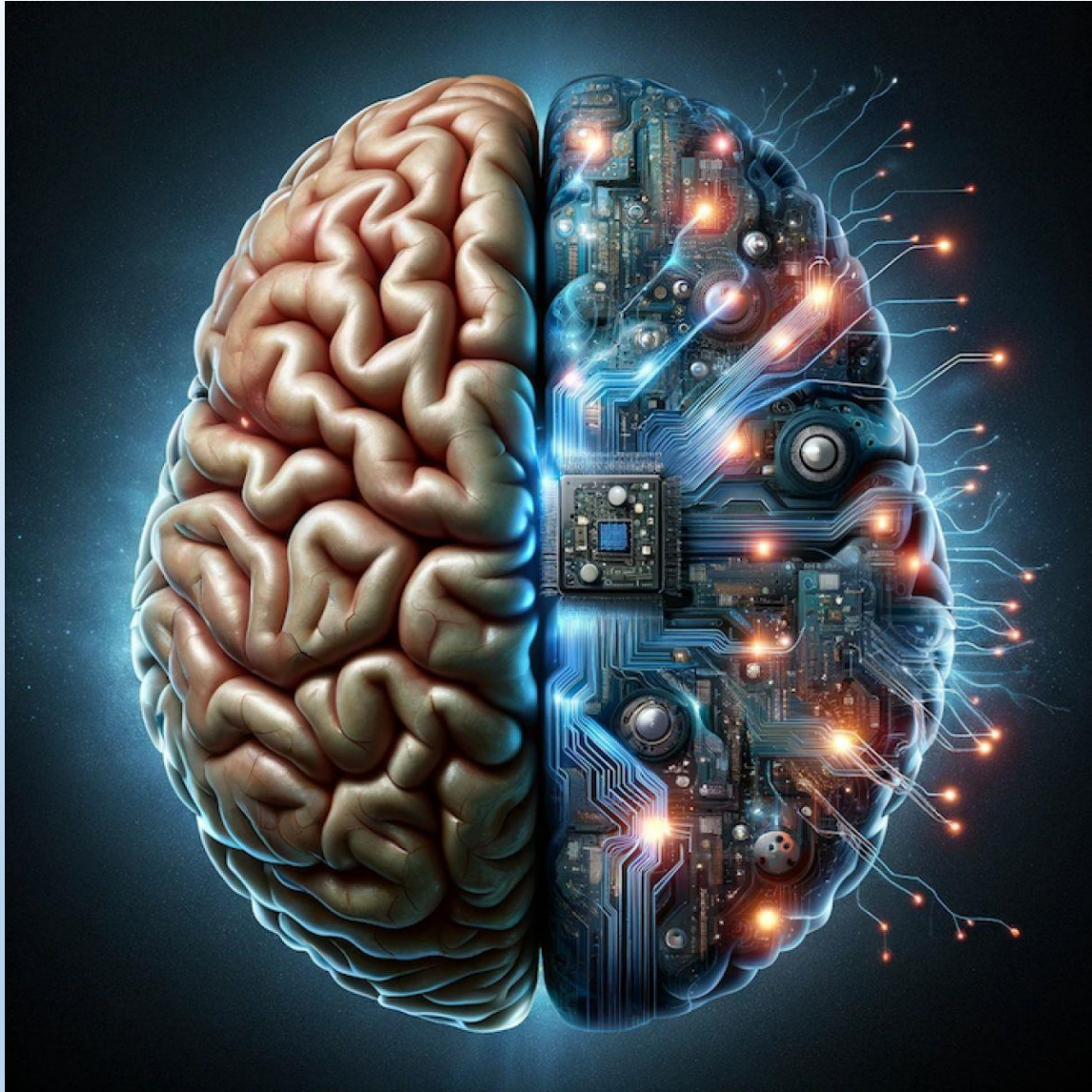
# Public Speaking



**Charkrienorrathip Sevikul**  
**Chief of Staff,**  
**Office of the Minister of Foreign Affairs**  
**Seconded at SAMEAF**







- The human brain has an impressive capacity to store information, potentially holding the equivalent of 2.5 petabytes or 20,000 iPhones with 128GB of storage.
- Yahoo's 2.0 petabyte computational center, which can process 24 billion "events" a day, is a jaw-dropping 20% smaller than the capacity of a single human brain!
- The memory capacity of the brain is around 2.5 million gigabytes of digital memory.
- Over the course of a lifetime, scientists estimate that the modern human brain will hold up to 1 quadrillion pieces of information. Or about 450 years worth of memories.





# 8 seconds

The estimated average human attention span in 2025.





2001



2022



dreamer  
optimistic dreamer

ALL ACCIDENTS ON OR DAMAGE TO ELEVATORS  
ARE TO BE REPORTED TO THE  
DEPARTMENT OF CONSUMER AND REGULATORY  
AFFAIRS (202) 442-4400.  
OR AFTER WORKING HOURS CALL 311



**WARNING**  
ELEVATORS SHALL NOT BE USED  
IN CASE OF  
FIRE OR ELECTRICAL EMERGENCY.  
USE DESIGNATED EXITS.  
**NO SMOKING**  
BY ORDER OF THE FIRE CHIEF

**EMERGENCY OPERATION PHASE 2**  
1. EMERGENCY POSITION PLACES THE  
ELEVATOR(S) ON EMERGENCY OPERATION.  
2. CONSTANT PRESSURE ON THE DOOR  
CLOSE BUTTON CLOSERS THE DOORS.  
3. CONSTANT PRESSURE ON THE DOOR  
OPEN BUTTON OPENS THE DOORS.  
4. HOLD POSITION HOLDS THE CAR AT  
THE FLOOR WITH THE DOORS OPEN.  
5. NORMAL POSITION AT THE RECALL  
FLOOR RELEASES THE ELEVATOR.





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FLOOR RELEASES THE ELEVATOR.





# **PRESENTATION**

# **PUBLIC SPEAKING**



**PRESENTATION**

**PUBLIC  
SPEAKING**







# **“Presentation” session**

**1. Theory.**

**2. Putting Theory into practice.**

**3. Discussion.**



## **What to expect from this “Presentation and Public Speaking” session**

- 1. Better understanding about presentation / public speaking.**
- 2. More confidence about presentation / public speaking.**
- 3. Exchange of views and experience.**

**When we know WHY  
we do what we do,  
everything falls into place.**

**When we don't,  
we have to push  
things into place.**

**@simonsinek**



THEORY





# **Back To Basic**

## **Presentation**

\* A presentation conveys information from a speaker to an audience. Presentations are typically demonstrations, introduction, lecture, or speech meant to inform, persuade, inspire, motivate, build goodwill, or present a new idea/product.

\* It is the act of showing or explaining something to a group to inform, persuade, or motivate them, often using visual aids like slides, charts, or demonstrations. Key elements include the speaker, the audience, the message, and the delivery method, and successful presentations require preparation, clear structure, audience engagement, and confidence.



# **Back To Basic Presentation**

## **Types of Presentation**

Different types of presentations include :

- informative (sharing knowledge),
- persuasive (convincing an audience),
- instructional (teaching a skill),
- motivational / inspirational (inspiring the audience),
- demonstrative (showing how something works),
- entertaining (to entertain)
- sales (promoting products),
- progress reports (updating on project status), and
- decision making (problem, solution, outcome) etc.

# Informative Presentation

Informative presentations, as the name implies, provide information or knowledge to the audience about a specific topic.

This type of presentation is often used in educational settings or business environments where information needs to be communicated clearly.

## Tips for Creating Effective Informative Presentations:

**Know Your Audience:** Understanding your audience is the key to creating an effective informative presentation. This means knowing their level of knowledge on the topic and what information will be most relevant and useful to them.

**Choose a Clear Topic:** A clear and concise topic is essential for an informative presentation. This ensures that the audience understands the presentation's focus and helps keep the content organized and easy to follow.

**Organize Your Content:** Organizing your content into a logical structure can help to make the presentation easier to follow and understand. This means starting with an introduction, providing background information, and then moving into the main content of the presentation.

# **Persuasive Presentation**

The purpose of persuasive presentations is to convince the audience to take a specific action or adopt a particular point of view. This type of presentation is focused on influencing the audience's beliefs or behavior by presenting arguments, evidence, and emotional appeals.

These types of PowerPoint presentations are often used in sales, marketing, and advocacy, but they can also be used in other industries where persuasion is necessary.

The key to creating an effective persuasive presentation is to know your audience and tailor your message to their needs and interests.



# **Persuasive Presentation**

## **Tips for Creating Effective Persuasive Presentations**

- Use Emotional Appeals: Emotional appeals such as fear, guilt, or empathy can effectively persuade the audience. Ensure that your emotional appeals are relevant and not manipulative to the topic.
- Use Statistics and Facts: Using statistics and facts can add credibility to your persuasive presentation. Ensure that your statistics and facts are accurate and relevant to the topic.
- Use Stories: Using stories can be effective in persuading the audience. Stories can help to create an emotional connection with the audience and make your message more memorable.
- Provide a Clear Call to Action: Ensure your call to action is clear, actionable, and directly related to the topic.
- Practice Your Delivery: Make sure that you are confident and passionate about your message and that you can deliver it persuasively.

# **Instructional Presentation**

Instructional presentations provide step-by-step instructions on how to perform a task or complete a process.

These presentations are often used in training, education, and technical fields.

Whether you're teaching a new software program, demonstrating a manufacturing process, or explaining a complex concept, instructional presentations can be an effective tool for breaking down information into digestible pieces.

## **Tips for Creating Effective Instructional Presentations**

- **Identify Your Objectives:** Identifying your objective is important for an effective instructional presentation. This helps you to focus your presentation on the most critical information and ensure that you are meeting the needs of your audience.
- **Keep It Simple:** Use simple language, avoid technical jargon, and break down complex procedures into manageable steps.
- **Provide Examples:** Use real-world examples relevant to your audience and demonstrate how the concepts or procedures can be applied.

# Motivational / Inspirational Presentation

Motivational / Inspirational presentations are those types of presentations that aim to motivate, inspire, and uplift the audience. These presentation types are often used in business, education, and personal development.

These presentations are meant to help the audience see things from a new perspective, feel empowered to take action, and believe in their ability to make positive life changes.

## Tips for Creating Effective Motivational / Inspirational Presentations

- **Use Personal Stories:** Personal stories can help connect with the audience personally and inspire them to take action. Share your own experiences and struggles, and demonstrate how you overcame challenges and achieved success.
- **Use Quotes and Examples:** Using quotes and examples can help to reinforce your message and inspire the audience. Use quotes from influential personalities and provide examples of successful individuals who have achieved their goals.
- **Provide Actionable Steps:** Provide specific steps for the audience to achieve their goals and overcome challenges.



# Demonstrative Presentation

Demonstrative presentations are one of the many types of presentation methods that aim to show or demonstrate how something works or how a particular process is completed.

These presentations are highly effective in technical or scientific fields but can also be used in other industries where hands-on demonstrations are necessary.

## Tips for Creating Effective Demonstrative Presentations

- **Choose the Right Props:** Choosing the right props or models is essential for an effective demonstrative presentation. Ensure that the props accurately represent the topic and are easy to understand and use.
- **Highlight Key Points:** To make a demonstrative presentation effective, it is crucial to emphasize the critical points. This can help maintain the audience's attention and concentration on the presented topic.
- **Use Visual Aids:** Incorporating visual aids like videos or images can significantly improve a demonstrative presentation. They can assist in simplifying intricate procedures or processes and increase audience engagement.

# **Entertaining Presentation**

As the name suggests, entertaining presentations are meant to engage and captivate the audience with humor, storytelling, or other entertaining elements.

The primary goal of this type of presentation is to entertain the audience, leaving a lasting impression and making the presentation memorable.

Different types of PowerPoint presentations have specific goals, and entertaining presentations are often used in settings such as events, social gatherings, etc.

# Entertaining Presentation

## Tips for Creating Entertaining Presentations

- **Use Humor:** Humor is a powerful tool that helps to engage and entertain the audience. Use jokes, puns, and witty remarks to add a touch of humor to your presentation.
- **Tell a story:** Use anecdotes, personal experiences, or fictional stories to create a narrative the audience can relate to.
- **Use interactive elements:** Incorporating interactive elements such as quizzes, polls, and games can effectively interrupt the monotony of the presentation and enhance audience engagement. Use these elements to encourage audience participation and create a more dynamic experience.
- **Practice timing:** Timing is everything when it comes to entertaining presentations. Make sure your presentation is well-timed, and avoid going over time, as this can disrupt the flow of the presentation and cause the audience to lose interest.
- **Engage the audience:** Engage the audience throughout the presentation by asking questions, encouraging participation, and creating a relaxed and enjoyable atmosphere.



# **Anatomy of a Presentation**

A presentation is made up of an introduction, body, and conclusion. An Introduction will tell your listeners what you are going to do while the body will lay out your points and arguments in a clear, logical fashion. The conclusion is to remind the audience what you've done and let them know your talk is drawing to a close.

Other essential components include visual aids, such as slides, and effective delivery and organization to keep the audience engaged.

# Anatomy of a Presentation

## Core Structure

**Introduction:** Grab the audience's attention by stating the purpose of the presentation and outlining what will be covered. This can be done through a story, question, startling statistic, or a strong visual.

**Body:** This is the main part of the presentation, where you present your points in a logical order, such as chronologically or by theme. Aim for three to five main points to help with audience retention.

**Conclusion:** Summarize the key points you've made and provide a final statement, such as a call to action, a powerful visual, or a question to leave a lasting impression.

# **Anatomy of a Presentation**

## **Introduction:**

### **1. Introduction/Opening**

- State topic, objective and motivation of your presentation.
- What is your paper about?
- What are you trying to accomplish in your presentation?
- What interests you about your topic?
- Why do you think your topic is important or interesting?
- Outline the structure of the presentation – the plan of your talk.
- Give your listeners a road map of your presentation.
- Identify the major parts of your talk.
- Preview any major findings or conclusions.
- What are the main things you have learned so far from your research?



# **Anatomy of a Presentation**

## **Conclusion :**

- Refer back to the main questions your talk has addressed
- Summarize your major findings on these questions
- Outline any limitations of your findings, and possibly suggest directions for further research

# Using Visual Aids in Presentations

## Types of Visual Aids

- \* Overheads or transparencies

An excellent way of presenting technical material such as equations or models, definitions, tables, and figures. Are inexpensive to prepare in terms of both time and money.

- \* Handouts to be distributed to each member of the audience

Very useful for presenting detailed information such as tables and figures to which you wish to refer during your talk.

- \* PDF slides

Easy to generate: any word processed document, spreadsheet, or web page can be incorporated into a PDF file.

- \* Power point slides

Look professional, but take a lot of time to prepare; may not be worth the time cost.

# **Time for a presentation**

**Ask yourself a few questions:**

What purpose do I want my speech to achieve?

What would it mean to me if I achieved the presentation's purpose?

What audience am I writing for?

What do I know about my audience?

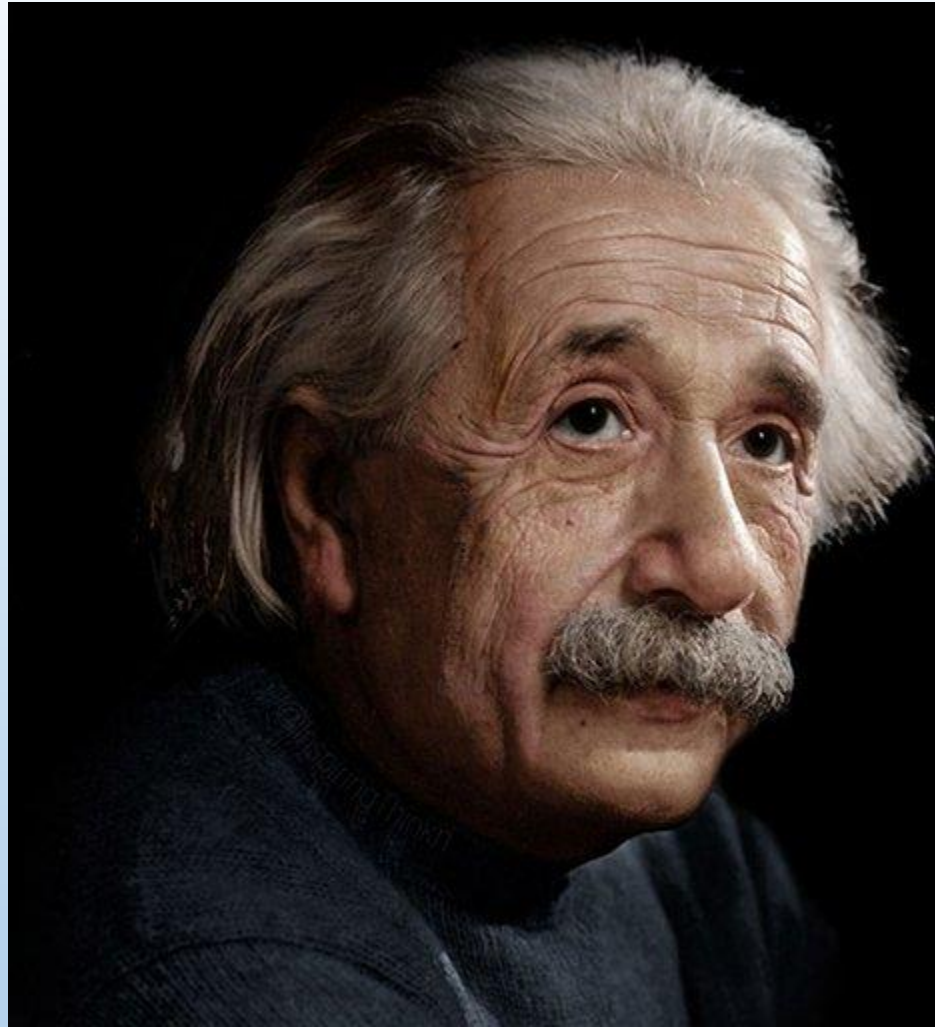
What values do I want to transmit?

What parts of my message could be confusing and require further explanation?

What do I want my audience to feel, think, or do after I finish speaking?

If the audience remembers one take-home message, what should it be?





If you can't explain  
it simply, you  
don't understand it  
well enough.

Albert Einstein / @InspiringThinkn

Theory  
Into Practice

A hand holding a red marker is shown in the lower right, completing a red oval that encircles the text. The text is written in a casual, handwritten style on a light blue background.



# Presentation Exercise I





# Presentation Exercise II



## Buakaew Real Estates

1. Offering three iconic house types – Saranrom, Sri Ayuthya, and Posting Heaven, each residence is masterfully designed to offer 733-1223 sq.m. of impeccably crafted usable space, set on expansive land over 100 sq.w., enveloped by tranquil serene greenery.
2. To elevate convenience and comfort, we offer Personal Concierge Service, Waste Management, Parcel Drop-off, Home Maintenance etc. to ensure a refined and effortless lifestyle for our residents.
3. Perfectly located with seamlessly combines accessibility to MFA, Ekkamai-Thonglor, CBD Rama 9, leading world class Hospitals and Thailand's top-tier International Schools.
4. Worthiness & Touchable Pricing exclusive value for money, with flexible mortgage plans and banking assistances.
5. Smart Community with internet access throughout the property, and promoting renewable energy and EV.
6. Pet friendly, we understand your pet is part of your family.
7. Mover services, custom clearances and facilitations, both inbound and outbound for your overseas assignments.
8. Built and managed by highly respected and renowned company with over 150 years experience.

# Tips for Giving Effective Presentations



**Plan:** What goals do you want to accomplish in this talk?  
What main points do you want your audience to go away with?  
(no more than 5 – aim for 3, the magic number)



**Organize:** Time your talk carefully and **NEVER RUN OVERTIME**.  
Organize your presentation into clear sections: Introduction, Body, Conclusion.



**Be Audience-Centered:** The key to a good presentation is understanding your audience!

Gear your examples based on their demographic. Engage your audience, involve them as much as possible and maintain eye-contact.  
Remember you are there to help and serve them in some way.  
Think of yourself as their host.

## Tips for Giving Effective Presentations



### **PRACTICE, PRACTICE, PRACTICE!:**

No matter how good your material seems in written form, until you “talk it” out loud, you can’t tell how it will sound.

Especially if you are nervous, practice the talk as many times as it takes for you to feel comfortable with the material. Pay particular attention to the opening, and the segues between points – if you are nervous, these may not flow naturally, so write them out ahead of time and then “talk” them, to get a feel for what works and what doesn’t.

If there’s a chance to practice in the actual space you’re going to speak in, this is even better – at least try to approximate the setting - eg stand and practice behind a desk or podium if that’s what’s expected of you.



## Tips for Giving Effective Presentations



**Use Easily Readable Notes:** In most cases, it's OK to use notes, but avoid reading word-for-word from a script.

Type your notes in large print; with lots of space between main points so they are easily readable at a glance.

Number the pages (in case they get out of order during the talk somehow). You might want to type only on the top half of the page, to avoid looking down too much.



**Be Yourself:** Introduce yourself at the beginning of the talk.

A brief, personal statement or anecdote that fits your topic is a nice way to connect to your audience. Set a tone appropriate to the purpose of your talk, that is comfortable for both you and the audience.

Always maintain professionalism in a way that feels natural and comfortable to you.

## **Tips for Giving Effective Presentations**

### **Work on Your Delivery:**

- Eliminate Distracting Habits:** Watch for annoying word habits (“umm...”, “like”, “you know” or raising your voice at the end of a sentence).
- Speak Slowly and Clearly; Vary Tone:** Make a conscious effort to speak slowly and articulate clearly, as we tend to speed up when nervous.
- Use Your Body Effectively:** Don’t stand ramrod straight; but don’t slouch either or slump onto the podium. Project your voice and posture.

# **“Public Speaking” Session**

**1. Theory.**

**2. Putting Theory into practice.**

**3. Discussion.**



THEORY





# **“Public Speaking”**

Public speaking is the act of delivering a speech to a live audience to inform, persuade, or entertain. It is a valuable skill used across many professional and personal situations and can be improved with practice.

Glossophobia, or a fear of public speaking, is a very common phobia and one that is believed to affect up to 75% of the population.

# **“Public Speaking”**

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# “Public Speaking”

Public speaking is more than just talking in front of people it's one of the most **essential life skills** we can develop early on. Whether it's giving a school presentation, participating in a debate, or leading a group project, strong communication sets us apart.

Public speaking helps us **present ideas clearly and convincingly**, whether in discussions, competitions, or workplace settings. The ability to **persuade others** through logical reasoning, compelling examples, and confident delivery can give us a huge advantage in academics and beyond.

Great speakers **move people to action**. Whether it's encouraging colleagues to participate in an initiative, or raising awareness on an issue, public speaking empowers others to be **influencers in their community**.

# **“Types of Public Speaking”**

## 5 Types of Public Speaking

### **1. Informative public speaking**

Informative public speaking is used to share accurate, well-researched facts with the audience. Its main goal is to educate and raise awareness, not express personal opinions. Credibility and clarity are key to ensure your audience retains the information. Keep your speech crisp, relevant, and engaging to avoid losing attention. Success depends on how well the audience understands and remembers your content.



# **“Types of Public Speaking”**

## **2. Persuasive public speaking**

Persuasive public speaking aims to influence your audience's opinions or actions. You present arguments to support a point and sway your audience in your favor. It's commonly used in politics, sales, and marketing to inspire change. Use emotional appeal, strong logic, and audience engagement techniques. Mastering the art of storytelling helps you express your stance convincingly in academics and career.

# “Types of Public Speaking”

## 3. Public speaking to entertain

This type is used in informal settings like weddings, farewells, or social events. It includes stories, humor, and emotions to entertain and connect with the audience. A personal touch makes the speech memorable and meaningful.

Ceremonial speeches are mostly informal as you speak to an audience with who you are acquainted. You can also include personal stories or events about the celebrant to make your ceremonial speech more meaningful, memorable and impactful. Ceremonial speeches can include humour and emotions, depending on the occasion.

Storytelling and comedy standups are other forms of public speaking to entertain.

These forms of public speaking are intended to entertain your audience. Ceremonial public speaking techniques trigger an emotional response from the audience and establish an emotional connection. Developing ceremonial public speaking skills can help you understand how to captivate your audience with your effective presentation skills.

# **“Types of Public Speaking”**

## **4. Public speaking to actuate**

Public speaking to actuate is a higher form of public speaking. It actuate requires you to go a step beyond persuasion and convincing your audience. The primary aim of public speaking to actuate is to motivate people to take action.

Public speaking to actuate is a more powerful form of persuasive public speaking. It can take years of practice to master the art of motivating your audience enough to make them act. Starting early on in your career can prove beneficial. Only after years of practice and public speaking can you achieve the level of excellence.

Mastering the art of delivering motivational speeches might also prove helpful when you enter the professional world in the future. Big brands and employers hire motivational speakers to motivate their employees to work harder, bring in more clients, make more sales, and achieve targets

# **“Types of Public Speaking”**

## **5. Public speaking to demonstrate**

Lastly, public speaking to demonstrate focuses not just on words, facts, accuracy, credibility, or conviction of the speaker but also on how the speech is delivered. The core idea behind demonstrative public speaking is to bring together both verbal and non-verbal communication methods. If you practice the demonstrative form of public speaking, you stand a better chance of delivering your message to your audience. With demonstrative public speaking, you can make your audience better understand what you are trying to say.

An example of demonstrative public speaking can be taken from the commercials you see play on the internet or your televisions. When a person goes on about explaining a particular product or service, including its features and how it's the best in the market; it's an example of demonstrative public speaking. Furthermore, role-playing scenarios also fall under the purview of demonstrative public speaking.



# **“Public Speaking Techniques”**

**PREP**

**AIDA**

# **“Public Speaking Techniques”**

**P – Point**

**R – Reason**

**E – Example**

**P – Point (Reiterate)**

# “Public Speaking Techniques”

## **P – Point**

Start by clearly stating your main point or message.

This is the central idea you want to convey to your audience.

Keep it simple and concise, ensuring that it captures the essence of what you want to communicate.

*Example:* “Regular exercise is essential for maintaining good health.”

# “Public Speaking Techniques”

## **R – Reason**

After stating your point, provide a brief reason or explanation to support your point.

This helps your audience understand the rationale behind your statement and adds credibility to your impromptu speech.

*Example:* “Exercise reduces the risk of being injured.”



# “Public Speaking Techniques”

## E – Example

Follow up your reason with a relevant example that illustrates or reinforces your point.

That can be a personal anecdote or a statistic that backs up your point.

This makes your speech more relatable and engaging for your audience.

*Example:* “For instance, 1 year back, my partner went on a bicycle trip through the Netherlands. To prepare for the trip, she had spent hours in the gym. Little did she know that this may save her life. On day 3 of the trip, she lost control over the bike while going 15 miles per hour. At full speed, she flipped over and landed on the rough surface of the street. When she realized what happened, she immediately checked her body. Sure, she was bleeding everywhere. But miraculously none of her bones were broken. The exercises she had done prior to the trip had saved her from more severe injuries.”

# “Public Speaking Techniques”

## **P – Point (Reiterate)**

Conclude your impromptu speech by reiterating your main point.

This reinforces your message and leaves a lasting impression on your audience.

*Example:* “Therefore, I’m convinced that regular exercise is an effective way to prevent injuries.”

That’s a simple structure you can use. You can also give longer speeches by adding sections with R (Reason) and E (Example) to PREP. Your speech could look like this:

PREREREP (Point, Reason 1, Example 1, Reason 2, Example 2, Reason 3, Example 3, Point).

# **“Public Speaking techniques”**

**A - Attention**

**I - Interest**

**D - Desire**

**A - Action**

# **“Public Speaking techniques”**

## **A – Attention**

This is the first step where the speaker tries to make its product or service noticeable to the consumer. This can be achieved through eye-catching headlines, creative visuals, or intriguing openings to grab their attention.



# **“Public Speaking techniques”**

## **I – Interest**

Once attention is gained, the next step is to sustain it by highlighting the product's key features and benefits. The content should provide enough information to make the consumer curious and want to learn more.

# **“Public Speaking techniques”**

## **D – Desire**

After building interest, the goal is to transform that interest into a want or need.

This involves showing the consumer how the product or service can solve a problem or improve their life, often through an emotional connection or by demonstrating its value compared to competitors.

# **“Public Speaking techniques”**

## **A – Action**

The final stage is to prompt the consumer to take the next step, whether it's making a purchase, signing up for a newsletter, or visiting a website. A clear and compelling call to action is essential for this stage.

# **“Public Speaking techniques”**

Great public speakers are not born, they are made.

According to the U.S. Chamber of Commerce, these are the qualities that you need to focus on if you want to become an excellent public speaker:



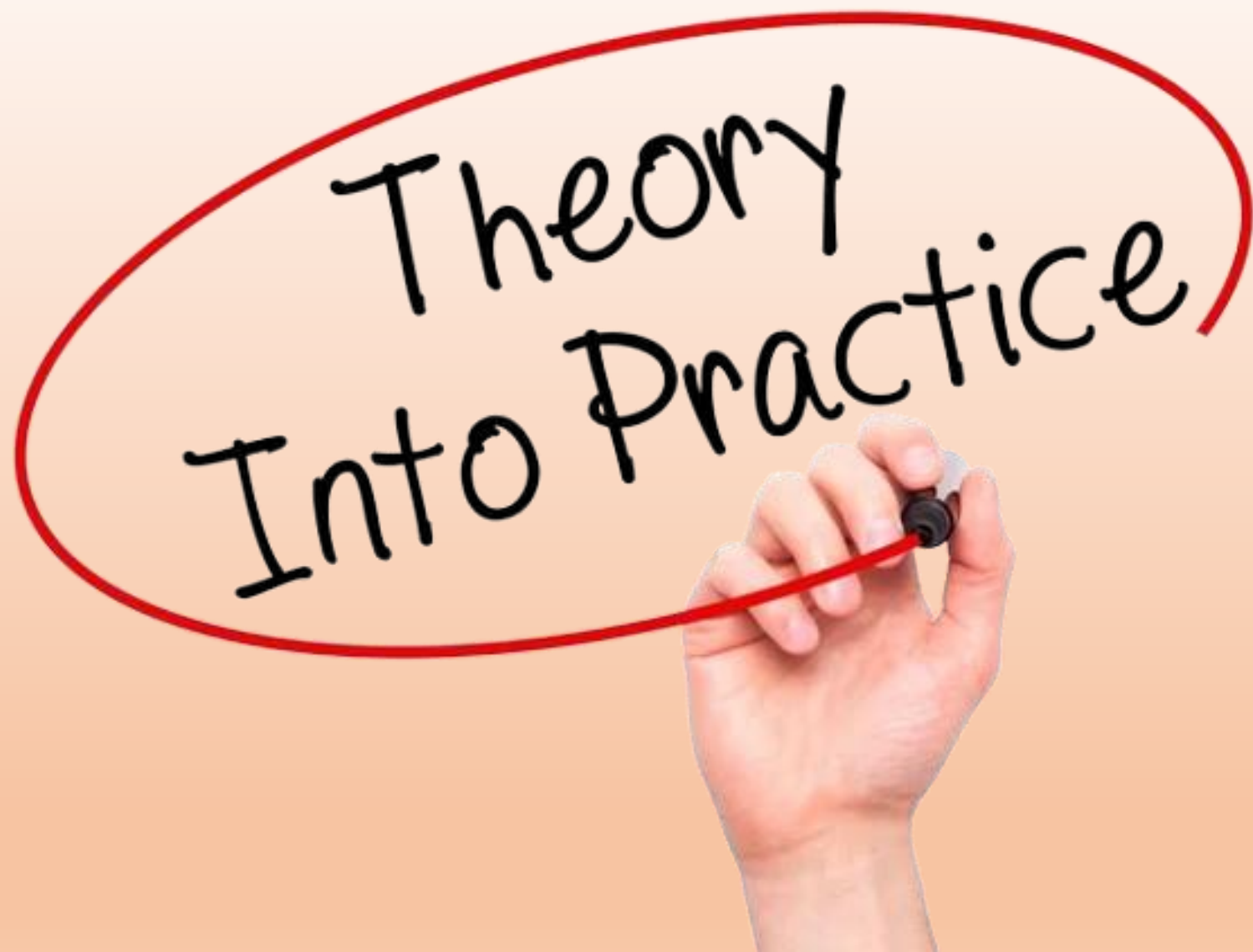
# “Public Speaking techniques”

- **Confidence** — Confidence is key to the success of any presentation, as you will need to seem comfortable with the information you are presenting and assured of your expertise in the field.
- **Enthusiasm** — Your excitement about the topic will resonate with the audience. If you are enthusiastic and energetic, your audience will feed off that and feel the same way about the information.
- **Authenticity** — Your authenticity is key to earning the trust of your audience. They must feel confident that you are providing them with accurate information.

# “Public Speaking techniques”

- **Professionalism** — The way that you dress and the way that you present yourself will also factor into your audience's ability to trust and respect you.
- **Adaptability** — No matter how much you prepare for a public speaking engagement, you need to be prepared for the unexpected. Being able to read the room and adapt or pivot as necessary will allow you to successfully navigate any event.
- **Awareness** — At all times, you need to be aware of your surroundings.  
Keep a pulse on the audience—are they interested and engaged?  
Monitor your own actions — be mindful of your voice level, enunciation, and ability to concisely present the information at hand.

Theory  
Into Practice

A hand holding a red marker is shown in the lower right, completing a red oval that encircles the text. The text is written in a casual, handwritten style on a light orange background.

# Exercise I





# Presentation Exercise II



## Buakaew Real Estates

1. Offering three iconic house types – Saranrom, Sri Ayuthya, and Posting Heaven, each residence is masterfully designed to offer 733-1223 sq.m. of impeccably crafted usable space, set on expansive land over 100 sq.w., enveloped by tranquil serene greenery.
2. To elevate convenience and comfort, we offer Personal Concierge Service, Waste Management, Parcel Drop-off, Home Maintenance etc. to ensure a refined and effortless lifestyle for our residents.
3. Perfectly located with seamlessly combines accessibility to MFA, Ekkamai-Thonglor, CBD Rama 9, leading world class Hospitals and Thailand's top-tier International Schools.
4. Worthiness & Touchable Pricing exclusive value for money, with flexible mortgage plans and banking assistances.
5. Smart Community with internet access throughout the property, and promoting renewable energy and EV.
6. Pet friendly, we understand your pet is part of your family.
7. Mover services, custom clearances and facilitations, both inbound and outbound for your overseas assignments.
8. Built and managed by highly respected and renowned company with over 150 years experience.



# **Other elements of Public Speaking**

**Posture**

**Voice**

**Body Language**

**Eye contact**

**Creativity**

# Exercise III



# “Tongue Twisters”



**Peter Piper picked a peck of pickled peppers.** A peck of pickled peppers Peter Piper picked. If Peter Piper picked a peck of pickled peppers, where's the peck of pickled peppers Peter Piper picked?



**She sells seashells by the seashore.** The shells she sells are surely seashells. So if she sells shells on the seashore, I'm sure she sells seashore shells.



**Betty bought a bit of butter,** but she found the butter bitter, so Betty bought a bit of better butter to make the bitter butter better

# “Final Tips on Public Speaking”

## Clear articulation

Clear articulation refers to the ability to communicate ideas coherently.

This means ensuring that your message is clear to their audience.

Clear articulation means that candidates omit filler language, such as '*um*' or '*ah*'.

Filler language can dilute a message and confuse an audience, so deliver the key components of a speech without diverting from your presentation plan.

## Good presentation style

Presentation style is a key component of maintaining audience interest in your message.

Presentation style can refer to how you present yourself and the methods you use to convey your information. A good presentation style involves using multiple presentation methods, such as speaking and using technology-based presentations like slideshows to convey information. This provides a more dynamic presentation and boosts audience engagement.



# **“Final Tips on Public Speaking”**

## **Connecting with an audience**

Good public speaking also encompasses the ability to connect with an audience.

There are several ways to do this, including asking questions, implementing audience participation or using audience stories to further your point. Being able to connect with an audience allows you to personalise your presentation and encourages your audience to involve themselves. Connecting with an audience may also make your attendees more receptive and able to absorb your presentation's message.

## **Good presence**

How public speakers hold themselves is a significant part of good public speaking.

Presence refers to the speaker's personality and how they approach a public speaking event.

Having a good presence means being confident, maintaining a professional appearance, interacting with the crowd and maintaining eye contact. A good way to improve your presence is to learn how to calm yourself. Nervousness before a public speaking event is normal.

Use breathing techniques and focus on the message you want to convey to your audience.



# Thank you

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