

PUBLIC SPEAKING IN AN ACADEMIC ENVIRONMENT

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Abstract. *This article is about public speaking in an academic environment, covering topics like overcoming anxiety when speaking in public, methods of preparing a speech, and different life improvement techniques for personal development.*

Key words: *public speaking, anxiety overcoming, speech, message, delivering content*

Introduction

Life in university has a lot of joys, ups and downs, and it is certainly the best period of a person's life. Unfortunately, being unable to express your opinion cuts down a lot of opportunities for a student.

Rapid growth of team working environments, takes out of the basement a lot of problems regarding this. Project based learning relies most on team work and interaction with your peers, but most struggle with that for a couple of reasons.

Therefore, relies the necessity of this article. It will be focused around overcoming the anxiety of speaking in public, interacting with people, delivering a speech and send a correct message to your audience.

It will cover techniques for personal improvement. After reading, you will become more fluent in this topic, and will be able to improve your public speaking skills and be an interesting person to listen to.

Most common issues of speaking in public

Indeed, although numerous individuals routinely provide talks or introductions for work or school, they may still encounter fear at the thought of having to stand before others and talk. Thoughts of what to vocalize, how to keep the audiences intrigued and how to overcome stress, can make vulnerable a few public speakers. Much of the anxiety-related with open talking can be minimized, regardless, in case you pay consideration to overcome the foremost common issues of open speaking.

Need of Confidence

If you do not have certainty in yourself, you will mostly disconnect the audience. Being clearly anxious is particularly tricky since “when we are nervous, audience members are more likely to center on negative vocal and visual cues,” says author Cheryl Hamilton in “Essentials of Public Speaking,” investing time to get ready and sharpen, already makes a difference speakers pick up the sense of control, vital for the audience to believe and accept the message [1].

Need of Attention to Audience

Make beyond any doubt you know the audience, or the introduction will be unsuccessful. Inquiring about their ages, culture, values, and current level of information is basic to forming the speech's tone and substance. Coming up short to relate the fabric to the gathering of people, to preserve eye contact and to examine their expressions can contrarily influence how your discourse will be translated. Clarifying how the material benefits audience members actually and utilizing accounts pulls in the audience's consideration.

Need of Organization

You can lose credibility by not investing sufficient time gathering and organizing material. Conducting investigate the audience, theme and sources are preparatory steps. Orchestrate the data

into an attention-getting presentation, create a section for each of the three most critical focuses, follow them with a conclusion. Attempting to talk on the fly invites catastrophe. It is standard practice to form a layout or put data on note cards to allude to, as you talk. This strategy makes a difference both the speaker and audience remain on track.

Need of Time Organization

Run through the discourse to guarantee it meets time necessities. Numerous speakers run extra minutes since they have not enough practiced and planned the conveyance of their material. "If you are speaking for 10 minutes, rehearse for about eight," says Ronald Adler and Jeanne Elmhurst in their publication "Communication at Work: Principles and Practices for Business and Professions" [2].

How to attract people with a speech?

"Attraction isn't a choice." Have you heard that some time recently? If you need the audience to be sucked into your presentations, at that point you must trigger their feelings not fair their logic.

1 - Be energetic

Move on stage, move your hands and arms, utilize gestures. Each time you move you reset the center point of your audience and you constrain them to deliberately pay attention. This can be one of the insider facts of film production; producers utilize rapid camera cuts to retain the audience from dozing off. You will be able utilize the same guideline when talking by utilizing your body dialect to keep resetting your audience's focus. Do not push it too far with this. Begin by including a couple of more motions to your body dialect and construct from there. "Body Language" may be a Dialect, and can be learned.

2 - Tell a story

Nothing triggers audiences' feelings more than a significant story. The victory of TV, YouTube, and Blogs may be a declaration of our natural require for stories in our lives. Increase your chances of standing out and succeeding within the business world by learning how to tell great business stories. Stories are less demanding than you think. Adding stories to introductions is what permitted people to succeed as speakers.

3 - Smile more

You know that individuals are pulled in to other friendly individuals. Having a smile broadcast to your group of onlookers that you simply are friendly and receptive; hence, they feel more compelled to tune in to you. Use the mirror and practice smiling more. Make beyond any doubt you learn how to smile utilizing your eyes.

4 - Be positive

Individuals dodge torment and are pulled in to delight. In case you have a negative state of mind and cynical viewpoint then people will begin dodging you just like the plague. Be that as it may, in case for the foremost part have a positive viewpoint on life and have an incredible vision for the longer, term individuals will be pulled in to you and to your message. Being positive takes vitality and effort. With the media frightening us with fate, illness, and catastrophe each day, it is difficult to be normally positive. So, we got to contribute time each day to prepare our minds to spot and share the great.

How to overcome the fear and anxiety of speaking in public?

Stage fright or anxiety is a pathological fear to perform in front of other people. The main symptoms of anxiety are strong heartbeat, sweating, trembling of voice, tremors of lips and limbs, clutched vocal cords, nausea, etc. Atypical fear leads a person to a painful state, difficult to explain and impossible to overcome on the spot. People with phobia need specialist help or medication. Going on stage during a bout of atypical fear is pointless and dangerous to your health. In some cases, stage fright may be part of more general psychological problems, i. e. phobias, but many people experience stage fright without any other social disorders. It makes sense to fight a phobia only under the supervision of an experienced physician who can accurately assess individual situations and propose

optimal treatment methods. Ordinary fear can and must be conquered on your own, and the more often you do, the faster it will completely disappear from your life. There are simple and correct ways to get rid of stage fright quickly.

Stage fright causes

Dale Carnegie says that 'fear only exists in the mind'. So, does think Robin Kermode. He claims that "The brain is often unable to judge the severity of the danger and often responds to fear disproportionately. At times of life threatening danger the brain actually downgrades the importance of its own functions" [3].

The unknown is the main catalyst of fear. The factor of unknown is:

1. A stranger whose reaction is difficult to predict;
2. an element of improvisation or live communication used in a speech (such as a talk show or interview, where you will be asked unknown questions or communication will be spontaneous);
3. unfamiliar room;
4. unfamiliar performing partners.

It is not always possible to eliminate this reason, in some cases (as with the public) it is simply present by default. But there is nothing to stop you from collecting information when it is available. For example, before participating in a talk show, watch as many shows as you can find. If you must perform in an unfamiliar room, come two hours early and ask for the stage. If you do not know your partners, meet them. All this will help overcome the fear of public speaking.

Speech planning

Another efficient way of fighting with anxiety is speech planning. The preparation algorithm consists of search and study on the source material, finding compelling arguments, learning, and writing out the main points. Moreover, recording the speech on a tape recorder, checking how it sounds, and correct the defects. The text should be written with reference to the average age and intellect of the audience to be addressed. You should also prepare the non-verbal part of the performance. Gestures and facial expressions can be mastered by repeating the text in front of the mirror. Logic, rhetoric basics and the right arguments will help to structure the text of a public statement in a proper manner.

Positive view

The next problem solution is ignoring possibility of failure. A negative result is always possible, but it does not justify worrying about it before it happens. It is far more productive to focus on the present rather than on the future. To do that, you must focus on your own work. Another way to overcome stage fear is to visualize. Imagining going to perform, how successful it can be, and applause afterwards. It is necessary to see the result of the work in perspective, its insignificance in relation to the whole life. Understanding that nothing disastrous is likely to happen and turn to more pleasant goals.

How to prepare your speech?

No doubt speech preparation is the most important part of public speaking. It gives the orator confidence, understanding the purpose of delivering a speech and makes it clear and easy for audience perception. Polishing and mastering public speaking skills takes time, but speaker's ideas must be shaped and structured. Doing research properly and organizing the material in the most effective manner is the only way to attain the purpose of giving a speech. Statement construction usually is divided in 3 sections: introduction, main body, and conclusion. In each section you try to reach a different goal.

Speech structure

1. In the introduction, the aim is to grab attention and prepare your audience for what you will be talked about.
2. The main body includes arguments which must be separated into different paragraphs. It is better to take 2-3 points and develop them detailed. To obtain that, each paragraph must

have a sentence topic. Paragraphs must be developed by bringing in concepts one by one and explaining things with examples. Use of explanations is the main tool to deliver a message. “Explanation is the act that consciously adds a new element to someone’s mental model or reorders existing elements in a more satisfying way” says Chris Anderson in his book “TED Talks: The Official TED Guide to Public Speaking” [4].

3. The conclusion comes at the end, to sum up what was said before and outlines the main reason for delivering this speech. Opinions are the elements that must be necessarily added to make speech more interesting and eliminate the impression that a person not just speaks about a topic, but thinks and cares about it.

Power of Vivid language

Words are powerful, so a speaker must take in consideration the importance of formulating the arguments using suitable vocabulary. The right word ensures the correct tone and emphasis and adds credibility. Meanwhile, so-called wrong words can weaken the main points. There are some tips in formulating the message such as vivid language, clarity, and rhythm [5]. Effective does not mean using ‘fancy’ words. Therefore, firstly verbs must be lively and spoken in an active voice. Choosing concrete words are likely to maintain the audience’s attention. Using more words and making a speech duration longer does not mean it to contain more information, but has the opposite effect. Avoiding using more words and keeping a good flow of a speech helps idea to be perceived concise and easy for understanding.

It is useful with each point in basic speech construction to tell a story to illustrate the message. Storytelling, metaphors, humor, and effective language makes a speech more memorable, inspiring, and emotionally engaging. A speaker must let the personality get through, so it will make a speech more credible. Audience like a delicate touch in a speech that stories can provide [6]. But they must strengthen the point, make it easy for perception and not split the attention and distract. Also, it is better to strive to read unless there is a strong need in it. Reading from a script or slides fractures connection with people who are listening to and creates a feeling of seeing a talking head. Eye contact makes a tremendous change and has a strong influence because of keeping focus on the message. A brief outline can serve to help to remember details and keep on task.

Conclusions.

This work has significant importance due to its relevance to students. It reflects fears and struggles in the life of a university learner. It always comes a moment when we need to deliver a powerful speech, so we can convince people around us, that we really have a point. Therefore, comes this article, that helps you in achieving this goal. Even the smartest people need to learn, to convince others, to persuade their goals, deliver their message. Only 7% matters what you say, the rest relies on how you say it. Therefore, it depends on how you send your word and learn about the importance of this article for students.

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