Public Speaking

How to Plan, Design and Deliver a Presentation

Shoots Veis, P.E., M. ASCE

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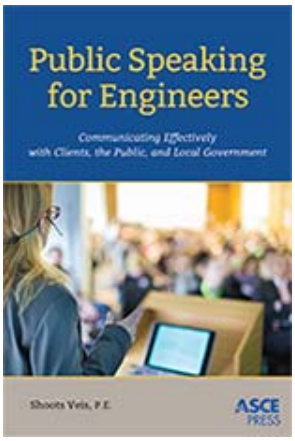
Meet Your Instructor




BILLINGS CITY COUNCIL 2007
DON JONES, DICK CLARK, LARRY BREWSTER, JOY STEVENS, PEGGIE GAGHEN, JIM RONQUILLO
NANCY BOYER, ED ULLEDALEN, RON TUSSING, VINCE RUEGAMER, CHRIS "SHOOTS" VEIS
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3


Public Speaking
Planning
Design
Delivery
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4

Planning

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5

Start Here

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Do Not Start Here

Main text slide

I begin typing… it's bold (as in slide master)

When I hit a return, I'm in the same font
If I hit return and then tab, I end up here

Hitting return again, I'm back here… but I want bullets

- **And so, I hit return and click the bullet point button and get this**
  - If I click the bullet point button and then hit tab, I get something like my second level text (same font and bullet type, the circle)
    - If I hit tab on a new line, I get something like my Third level (hollow circle and correct font)

The problem with the above functionality is that I can't easily get my bullet points as they are in the slide master… what to do?

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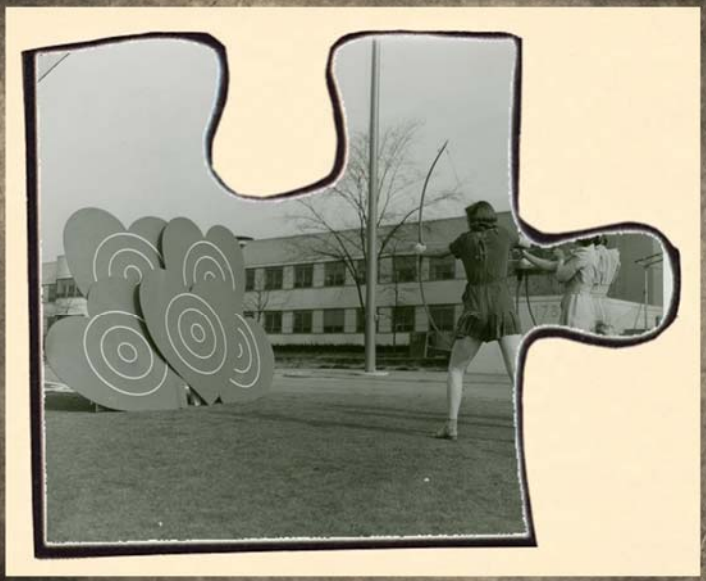
7

Objectives



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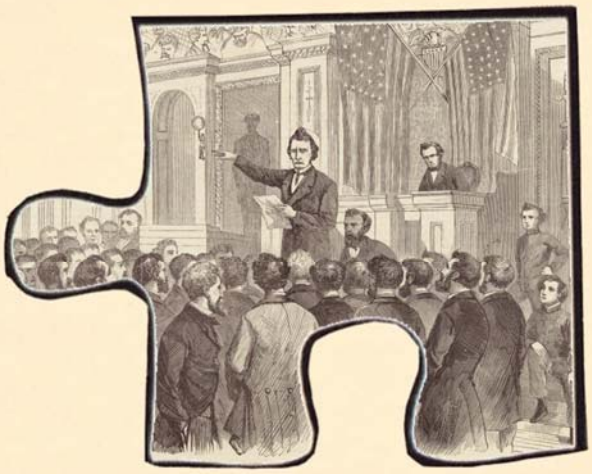
8

Speech



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9

Speech

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10

Speech

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11

Audience

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12

Setting

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13

Setting

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14

Setting

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15

Setting

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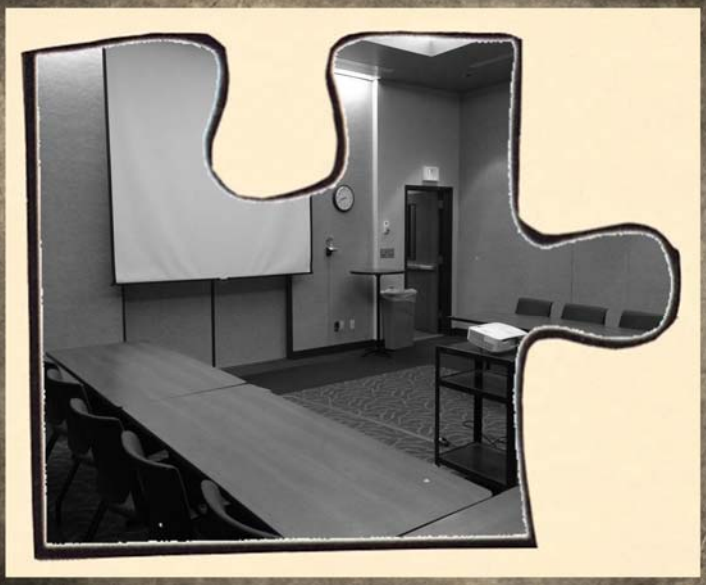
16

Setting



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Setting

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18

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19

Plan B

"Everyone has a plan until they get punched in the mouth."
– Mike Tyson

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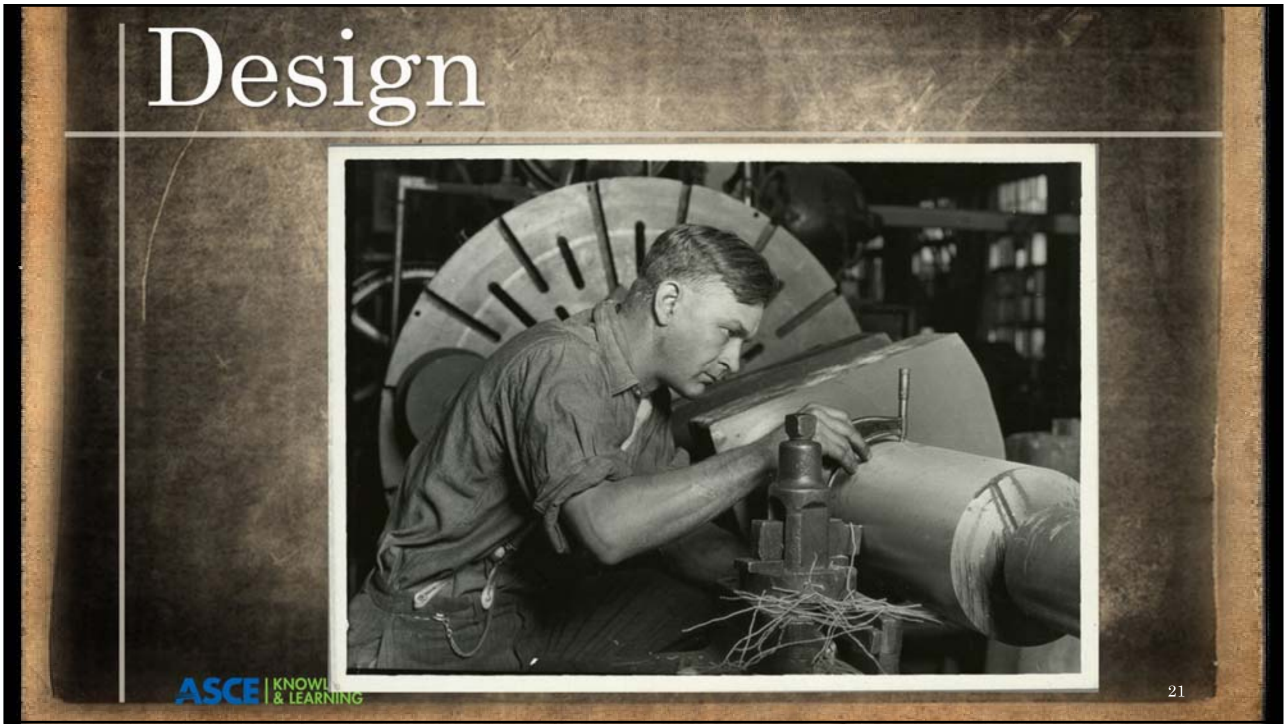


Engineers are essential to our quality of life

We protect & serve a healthy & safe population, a clean environment & make our economy grow

You just would never know it

Fill 3 city council stories

Start of Why

Story of [illegible]

1) Water & Wastewater Master Plan → Photo of Water Tank
2) Emergency Fix Sewer Main → Google Earth
3) Bike Lane Meeting → Bike Trail on Lewis

Jigsaw Puzzle

3 pieces

Goal Communication – Choose the right type of speech

Know your audience → 5 pieces

Know your setting → 5 pieces

Know your objective → 3 pieces

Start on paper

→ Outline of Picture of a happy camper

→ What picture means communicate
↳ Google Earth Picture

Develop outline → Outline of Picture → A tool, A model, But doesn't explain H_2O system

Speak → Tell them the story of the picture

To improve → Assess Skills
Strategy
Habits

Over Niagara Falls for 1 month

1 cu mi H_2O

Approx 1 trillion gallons

Yellowstone River Flows 13,730 ft^3/sec

Takes 123 days to fill the Reservoir

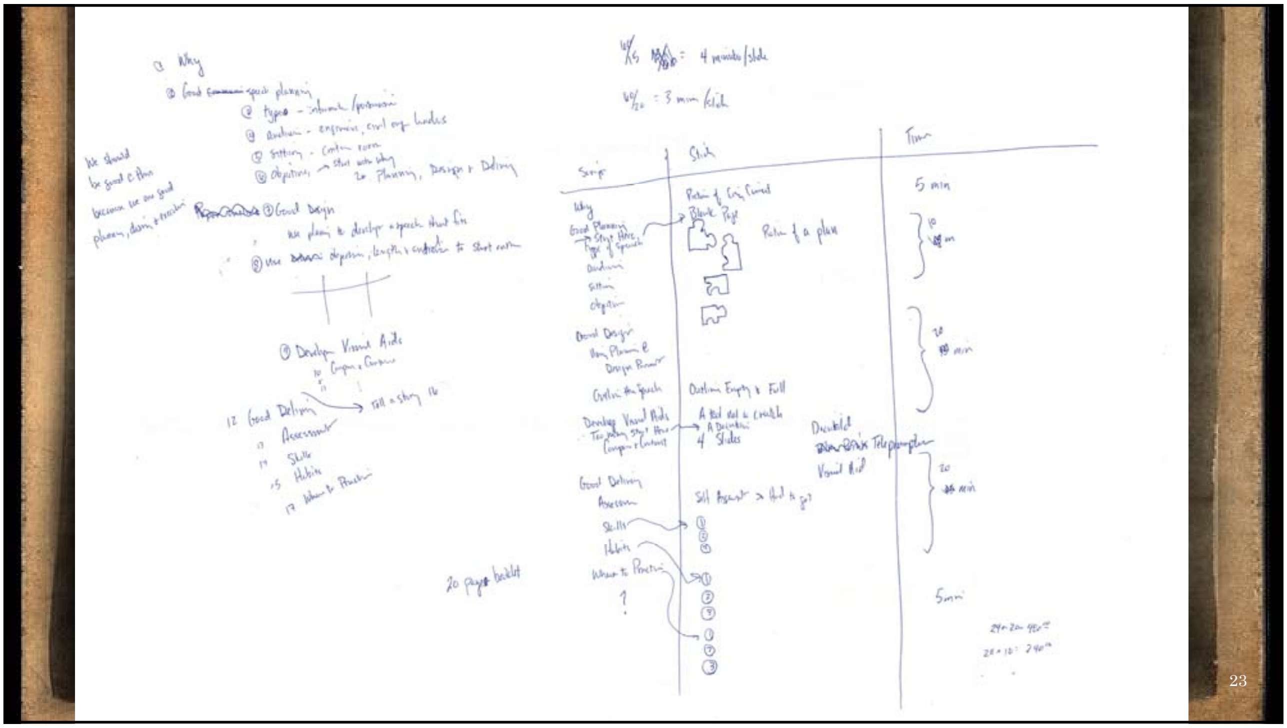
100 gal/day

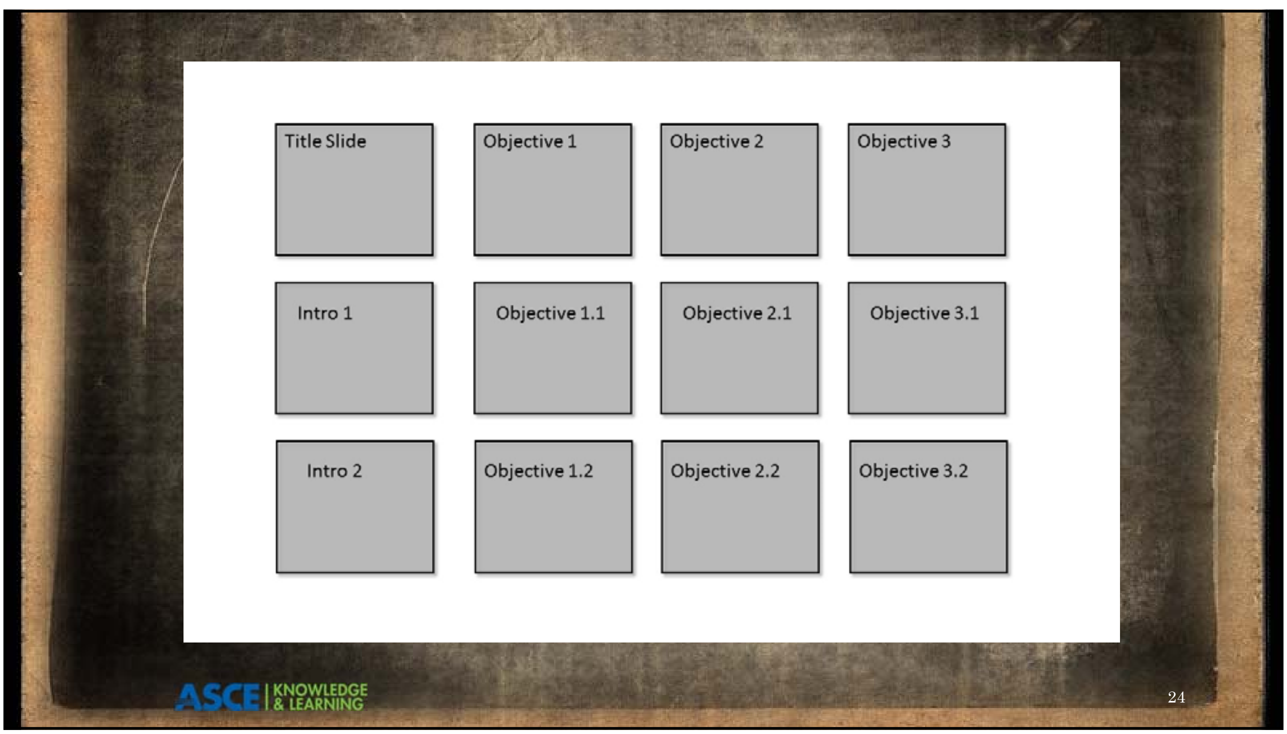
365,000 gal/yr

Support 3 million people/yr

Structural
Geotech
&
Survey

22


23


Title Slide
Objective 1
Objective 2
Objective 3
Intro 1
Objective 1.1
Objective 2.1
Objective 3.1
Intro 2
Objective 1.2
Objective 2.2
Objective 3.2
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24

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25

Engineer

In 1960, the Conference of Engineering Societies of Western Europe and the United States of A engineer" as follows:[6]

A professional engineer is competent by virtue of his/her fundamental education and traini method and outlook to the analysis and solution of engineering problems. He/she is able to as for the development and application of engineering science and knowledge, notably in researc manufacturing, superintending, managing and in the education of the engineer. His/her work i and varied and not of a routine mental or physical character. It requires the exercise of origina the ability to supervise the technical and administrative work of others. His/her education will him/her capable of closely and continuously following progress in his/her branch of engineeri published works on a worldwide basis, assimilating such information and applying it independ a position to make contributions to the development of engineering science or its applications training will have been such that he/she will have acquired a broad and general appreciation o well as thorough insight into the special features of his/her own branch. In due time he/she wi technical advice and to assume responsibility for the direction of important tasks in his/her bra Most engineers specialize in one or more engineering disciplines.[1] Numerous specialties are societies, and each of the major branches of engineering has numerous subdivisions. Civil eng structural and transportation engineering and materials engineering include ceramic, metallu engineering. Mechanical engineering cuts across just about every discipline since its core esse Engineers also may specialize in one industry, such as motor vehicles, or in one type of technol semiconductor materials.[1]

Several recent studies have investigated how engineers spend their time; that is, the work task time is distributed among these. Research[8][13] suggests that there are several key themes p technical work (i.e., the application of science to product development); (2) social work (i.e., ir between people); (3) computer-based work; (4) information behaviours. Amongst other more work sampling study[13] found that engineers spend 62.92% of their time engaged in technica and 49.66% in computer-based work. Furthermore, there was considerable overlap between t with engineers spending 24.96% of their time engaged in technical and social work, 37.97% in 15.42% in non-technical and social, and 21.66% in non-technical and non-social.

Engineering is also an information-intensive field, with research finding that engineers spend 5 various different information behaviours, including 14.2% actively seeking information from ot information repositories such as documents and databases (6.4%).[8]

The time engineers spend engaged in such activities is also reflected in the competencies requ addition to engineers' core technical competence, research has also demonstrated the critical attributes, project management skills, and cognitive abilities to success in the role.[14]

Example of a Document Slide – text courtesy of Wikipedia

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26

Engineer

- Civil
- Mechanical
- Electrical
- Environmental
- Petroleum
- Nuclear
- Marine
- Mining

Example of a Teleprompter Slide

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Example of a Visual Aid Slide

image courtesy of the New York Public Library

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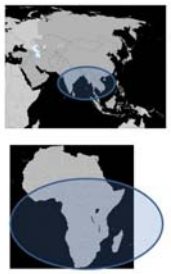
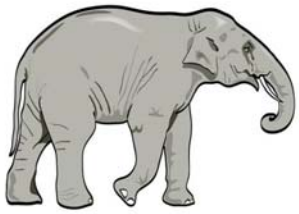
Description of an Elephant

- An elephant is a large animal with grey skin. Instead of a nose, it has a long trunk it uses for many different task. They also grow long tusks of ivory.
- An elephant has a short neck with a large head and small black eyes.
- An elephant has a tail and large ears.
- Elephants live in Africa and Asia.

Elephant





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Water Tank

- Water Tank will be 35 feet high with a diameter of 30 feet.
- Tank will be constructed of steel
- Tank will sit above ground and be located near Elm Park
- Tank will be meet AWWA and NSF requirements

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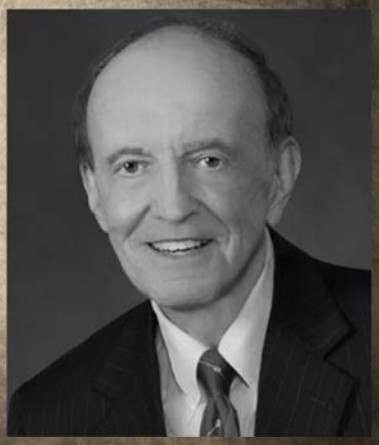
"90% of how well the talk will go is determined before the speaker steps on the platform."

Somers White, public speaking expert



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31

Delivery

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32

Assessment

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Assessment

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Skills

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35

Skills

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36

Skills

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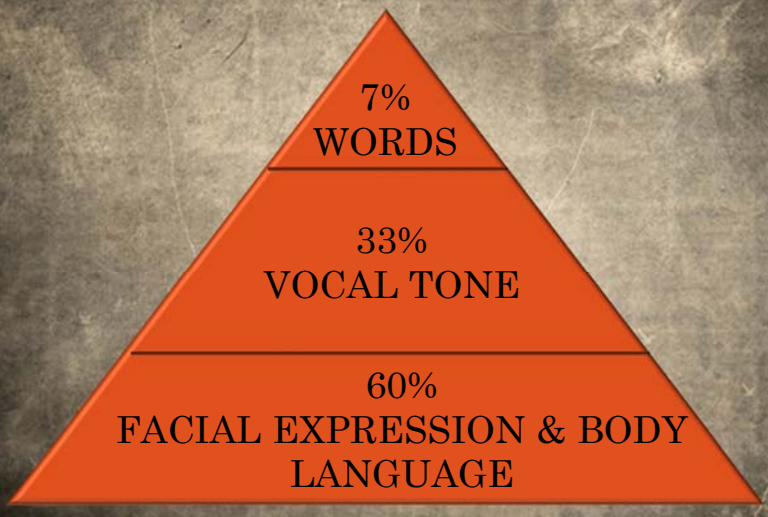
37

Skills



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38

Strategies

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39

Strategies

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40

Strategies

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41

Habits

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42

Habits

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43

Habits

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44

Anxiety

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45

Where to Practice

ROTARY INTERNATIONAL

UNITY FOR SERVICE • NATIONAL EXCHANGE CLUB •

TOASTMASTERS INTERNATIONAL

KIWANIS INTERNATIONAL

MEDA
MONTANA ECONOMIC DEVELOPERS ASSOCIATION

it's BILLINGS

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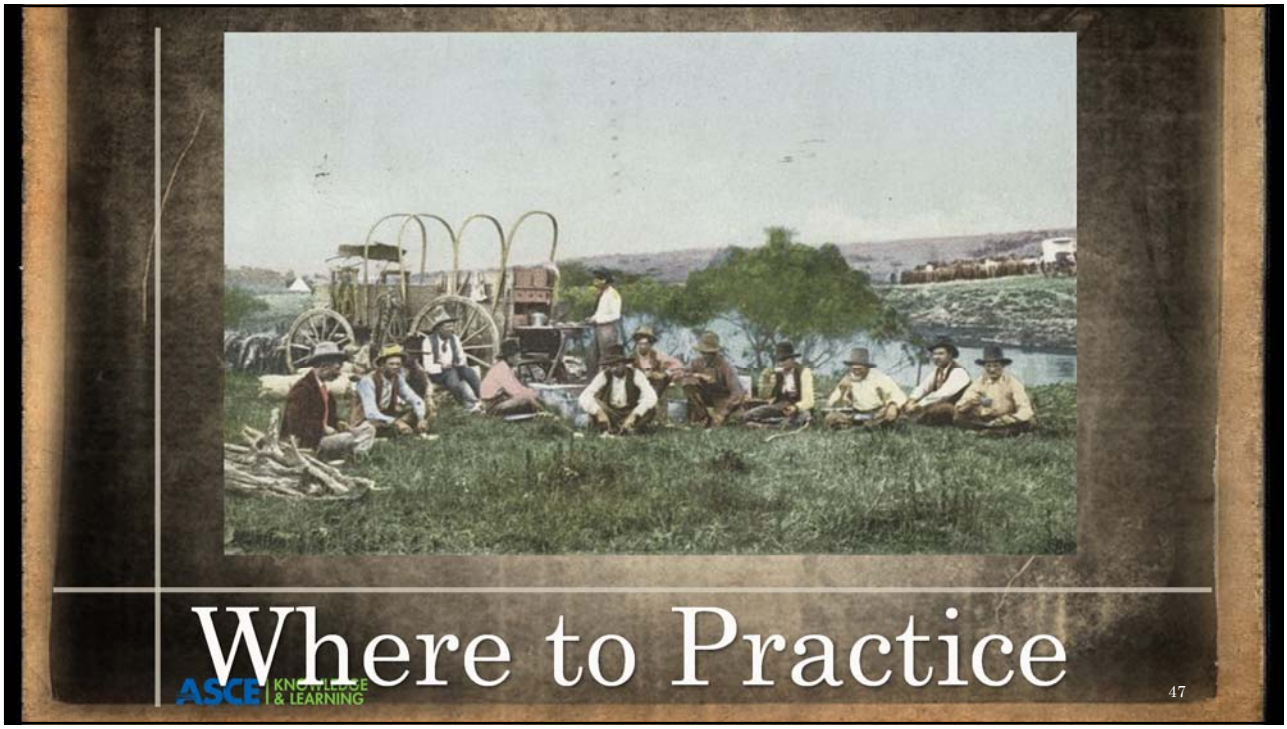
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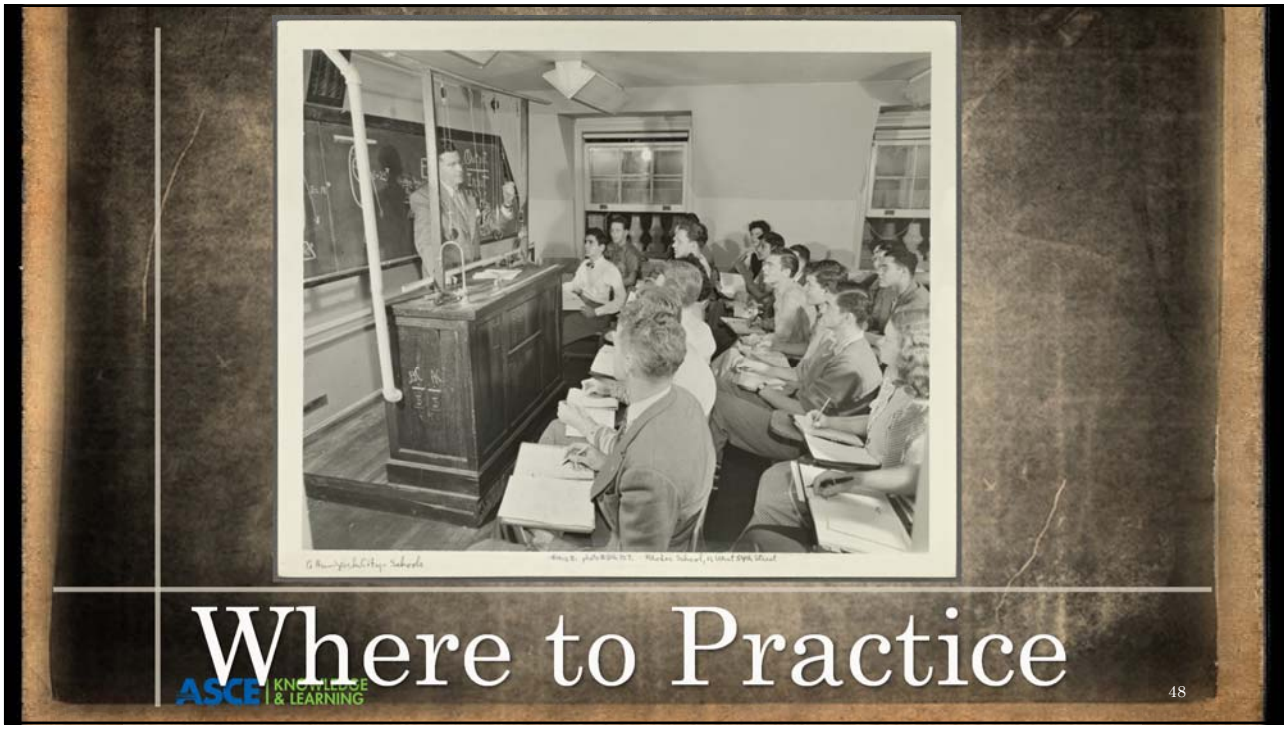
47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48


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49