



3
السنة



Speaking & Listening

1ST Semester – 3rd Lecture

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Consecutive Translation phonetics
Culture Scientific Texts & Idioms Essay
Contrastive Analysis Dictionaries عربي
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Hello Everybody...

Today, we will begin with chapter two "**Challenges of the audience**".

Making a presentation in front of the public causes some kind of fear, you may be afraid to make grammatical mistakes or to forget what you want to say {blackout} or be afraid that you will not be fluent and have no self-confidence.

There are people with charisma that qualifies them to stand in front of the audience with talent in such an atmosphere.

Sometimes the audience challenge you, when you have people from different backgrounds. you should deliver the idea clearly.

Unit Two

Challenges of the audience

People may be afraid of speaking for an audience. Fears can be of two main types: fears about the audience and fear about themselves.

Sometimes the audience is not challenging and we have a problem that we are not confident or feel shy to speak in public.

Fears about the audience.

- **They will interrupt me, which will confuse me**
If I am talking and they interrupt me, I am going to confuse and lose my ideas.
This interruption cuts the line of idea which actually causes the blackout.
- **They will ask difficult questions**
I am going to talk about something and they will ask difficult questions that I might not be able to answer, so I will feel embarrassed.
- **They will see that I am fearful**
They will see that I am afraid, and I do not want them to see me like this.
- **They will hear my mistakes**
Human errors. Its normal.
- **They will not understand what I mean**
If you are feeling that you are not making sense, you can't go on further.
- **They will dislike me**

➤ All of these are things you may say inside your head because of your fear. Part of solving these problems is to know what the problems are, when you are presenting, forget about your emotion, just focus on your idea.

Fears about themselves

➤ **I failed before and will probably fail again**

If you think of bad thing, they will happen. If you say I will fail, you will fail. So, don't think about your past failures.

➤ **I don't have the necessary skills**

Fluency is one of them, if I am not fluent in a language, if I can't make sense, this problem can be solved by good preparation.

➤ **I will make mistakes**

➤ **I will forget what I wanted to Say**

This is the point of a blackout we have many ways to overcome this problem we will talk about them later.

➤ **I will not be able to bring out a single word**

Just calm down, take a deep breath, write something on the board. And then try to break the ice.

➤ **I will be very nervous**

Its normal and happens with everyone so, try to stay calm.

All of these problems fall under the category of being emotional.

If your fears are in this list you should feel relieved already. It means that your fears are very common and that most speakers share your fears. The audience will not notice your fears better than you were able to notice them in speakers you have listened to. The following points may help you to overcome your fears.

✓ **War**

Many speakers feel like the audience it the enemy and doing presentation is like going to war. You should be aware that nearly always the audience is friendly and wants to help you rather than condemn you. They want you to succeed because they are aware of the difficulties of speaking in public.

War is a presentation. I will be standing and people are the enemy. and I need to fight. however, this idea is wrong! people are not the enemy; people are there to listen to you.

✓ **Stress**

To some extent stress is good. stress guarantees that you are alert. That is why you feel stressed when you play complex computer games or drive fast. If a Formula 1 driver were not stressed, he would never win. The trick is to control stress.

Stress is good in some way. Is forced me to focus and work hard. when we have a minor dose of stress and every single one who wants to succeed has stress what I need to do is to get the advantages of stress. However; not to fall under stress.

How do I control stress? Stress is a problem if you cannot control it.
So, how can I control stress?

Some advice:

- ✓ hand accept your body's reaction as normal.
- ✓ try to relax your body; take some deep breaths.
- ✓ move, arms and feet.

When you are presenting, do not stand still and speak. That would be a bad sign of a presenter. Therefore; use your hands, make eye controls, smile, tell a joke, move around and sometimes even act. for example, if there is an embarrassing situation you can use expressions. It is good to act and use your body language while you are presenting. that would ease and take the pressure out.

If you feel extreme stress; realise that this must be what great people felt when they had to admit publicly that they had done something wrong. Still, they looked calm and confident.

Rational

Is there a rational fear / logical? Rational fear is a fear of something that presents a clear danger. rational fears must not be hysterical. Nor should they be of something of an exceedingly unrealistic nature, i.e. actual danger shall not be exaggerated due to emotion or otherwise. for example, phobia from narrow places {claustrophobia} is an irrational fear. Escape from fear does not solve the problem you have to face your fears.

Be aware that many fears are not rational. An irrational fear is often a fear for fear itself. Try to break the vicious circle by rationalizing your emotions.

vicious circle: الحلقة المفرغة

Black Out

The point where you just don't know what to say and lose everything in your mind and you cannot remember anything

Many speakers have experienced a black out to some extent. Some strategies to fight black out:

- ✓ Stop and admit you have a black out. Pause. Then think back to the point you discussed before the black out and start again from there.
- ✓ look at material that you have; cue-cards, transparencies, notes.

What are cue-cards?

A card held beside a camera for a television broadcast to read from while appearing to look into the camera.

What is the transparency?

An image, text, or positive transparent photograph printed on transparent plastic or glass, able to be viewed using a projector. (شفافية)

- ✓ Ask the audience where you are
- ✓ skip the point you were doing to discuss and continue with the next point.

- ✓ Make a joke) which you prepared in advance) . For example, “if you don’t know what’s is happening, don’t worry neither do I”

6-step method

If after reading the remarks above, you still have fears for speaking in public try the 6 steps method below.

1. face the fear and investigate the nature of it; is it realistic? what is the cause?
2. remove fear and increase confidence
3. take a positive attitude; consider errors as learning experience

You also need to still yourself, no one is perfect, we all make mistakes, we all miss something; we all have something better to give but we do not because we need more. It is fine this a learning step; now you are learning and developing yourself. so, think this step as a learning experience.

4. prepare thoroughly

Thoroughly: deeply

When you are well prepared, your mind will be more focused on the ideas, it will not focus on what you feel, but on the idea itself; because you are will prepared.

5. imagine yourself succeeding

Think about the biggest step, the best thing that you can achieve. What is success in a presentation? Imagine yourself standing after the presentation, everyone likes your presentation and saying that it is perfect and it is amazing, how would you feel? You would feel proud so try to feel that thing, imagine yourself "I am awesome" "thank you guys"

6. do not have the ' wait and see' attitude: take control over the situation by anticipating things that may go wrong.

Types of presentations:

We have four main topics they are: to describe, to instruct, to persuade or to entertain.

The presentation must have a clear and realistic purpose. The purpose of your presentation indicate how you want to achieve the aim of your presentation. The purpose can be; **to describe, to instruct, to persuade or to entertain**

➤ Describe (الوصف)

In this type of presentation, the aim is usually to give information or explain a situation. The content is often rather general and factual.

When I describe, I show the details. for example if I ask your friend: “when was the last time you travelled”, and he says for example “last summer” where did you go ? he says, “I went to Paris” , then I ask him to describe the place for me , we will be talking about details : to draw a picture in our heads about the place , he will draw a picture and give me details about that place.

When the speech is over the audience should have knowledge that they did not have before they started listening.

➤ **Instruct:** (الإرشاد)

When you instruct, you are adding to the audience; you teach them knowledge: give time information, and you give them more skills.

In this type of presentation, the aim is to teach the audience knowledge and skills. After the presentation, the listener should be able to do something he did not know how to do.

➤ **Persuade:** (الإقناع)

I want to persuade you: convince

In this type of presentation, the aim is to stimulate people to do something, after the presentation, you want the listener to believe something he did not believe before he started listening.

➤ **Entertain:** (التسلية)

You must have a sense of humor

In this type of presentation, the aim is going to entertain people. The aim of this type of presentation is mostly to make the audience feel happy, but there may be hidden goals. For example, to reveal important truths or move ideas forward. The crucial element in this type is humor. for most people, it is very difficult to give a humorous presentation because humor is not spontaneous.

The structure of the presentation

The elements of a good presentation are: The introduction, body and conclusion.

➤ **The introduction:** (المقدمة)

Introduce yourself then you need to catch the attention of the audience by providing an impact-influence. In the intro, we indicate the aim of the whole presentation.

In the introduction you should make clear to the audience what you are going to talk about and why your presentation is worth listening to. Therefore; the introduction should:

☞ introduce yourself {if the audience does not know you}.

☞ provide impact; catch the attention of the audience, sometime is good idea to start with an anecdote, an illustration, a question, a quotation or a humorous remark. You can also have a look at opening sentences or newspaper articles; they are also often written to provide impact.

☞ indicate the aim of the presentation. by explaining it the aim of the presentation you also indicated the relevance of it for the audience.

☞ indicate the main topics of the presentation. Using a transparency with the structure of your presentation will help the audience to get a clear picture of what you are going to discuss.

That's all for today.... See you next week

عنوان مكتبة الكمال: (كلية الآداب – داخل الحرم الجامعي - بناء الصحافة/ جانب المدرج السابع)

The end ♥