

Speaking of

Public Speaking

An Introduction to Presentations,
Speeches, Videos, and Interviews

Peter Vincent



NAN'UN-DO

Speaking of Public Speaking

An Introduction to Presentations, Speeches, Videos, and Interviews

自分を伝える英語コミュニケーション

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Preface

Welcome to *Speaking of Public Speaking*, a textbook written for Japanese students of English who need to improve their public-speaking skills. Public speaking is challenging for most people, but gaining effective speaking skills can help you gain confidence as well as give you more opportunities for success.

This textbook is designed for active communication with many fun tasks, exercises, and public-speaking practice. It contains various speaking, listening, reading, and writing activities, all with colorful illustrations, to help you become a better public speaker. The textbook includes practice in a variety of public-speaking situations, from storytelling to giving presentations, from video making to learning how to be open and natural in front of an audience.

To make the most of this textbook, it is important to remember one thing: Do not be afraid of making mistakes. Making mistakes and learning from them is how you improve your English as well as your public-speaking skills. You will find that everyone in your class shares the same fears and challenges, but the goal of becoming a powerful public-speaker is well worth the effort.

I enjoyed writing this textbook and producing the accompanying video series. I hope you find them helpful to you during your journey towards becoming an effective public speaker.

Peter Vincent (Seitoku University)

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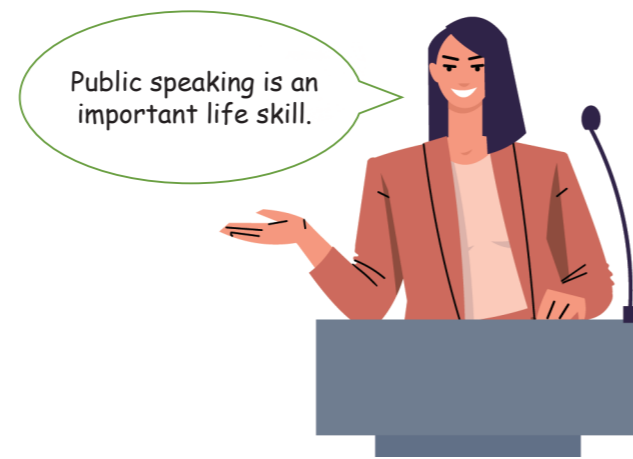
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Unit 1

Introduction to Public Speaking



Public speaking—communicating to groups of other people—is more important today than ever before. Public speaking is not just for the stage—for formal speeches and presentations. Giving training to others, giving your opinion at a meeting, giving a speech at a wedding, selling a product, telling a story, having a job interview, introducing yourself to a group of people, creating a video for public viewing—all of these are types of public speaking. And

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contrary to what you may believe, public speaking is a skill you can learn. It is not something that most people are good at to begin with. Improving your public-speaking skills will affect your life in many ways—your confidence, your relationships, your success in work, and your impact in the world.

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Many people become nervous when they think about speeches, presentations, and interviews. In fact, surveys show that public speaking is more fearful for many people than heights, snakes—and even death! When I (Peter Vincent) was young, I disliked giving speeches and presentations. Speaking in front of large groups made me nervous—almost panicked!

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And because of this, I often did not do as well as I wanted. After years of public speaking, especially after I became a teacher, I learned to become more comfortable with public speaking. I can now focus more on my classes and audiences and less on myself and my fears. To be honest, I still get nervous when giving a formal presentation to a large audience. But I have learned something important: You can use the energy of nervousness to make your speech more powerful. Moreover, an audience that sees you are nervous will usually like you even more for it. They see you as more real, more human. In fact, the more authentic and vulnerable you come across, the more likely your audience will support you and wish you success. That is

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why it is important to be open, to be yourself, when speaking to others.

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Of course, public speaking is even more challenging in English, a foreign language. This course will help you with your English communication skills as you share your ideas, give your opinions, and tell stories, including sharing your own personal experiences. But the skills you learn will also help you become a better speaker in Japanese, as well. It will help you develop the skills you need to give powerful presentations and communicate in other public situations.

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Do not worry so much about mistakes. We all make them. If your speech or presentation is not as successful as you wanted, remember that you can become better with more practice and experience. Over time, you can become better at explaining, informing, persuading, and inspiring other people. You will learn that public speaking is an important life skill that is a key to your success.

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►Activity 1 True or False

Write "T" if the sentence is true and "F" if the sentence is false.

- ___ 1. Being good at public speaking is a gift, not something you can learn.
- ___ 2. According to the passage, most people have few chances to do public speaking.
- ___ 3. Giving training to a group of new employees is different from public speaking.
- ___ 4. The writer of this textbook has always been confident about public speaking.
- ___ 5. Surveys show that public speaking is a fearful activity for most people.
- ___ 6. Giving a presentation in English is usually no more difficult than giving a presentation in your own, native language.
- ___ 7. The skills you learn from this course will be useful for public speaking in Japanese.
- ___ 8. It is never good to be nervous when public speaking.
- ___ 9. If you are nervous, your audience will likely become less comfortable and like you less.
- ___ 10. Learning to become a good public speaker is an important life skill that can help you in many different ways.

►Activity 2 Speaking of Public Speaking  Video 1

Close your books and watch Video 1. Then, answer the following questions:

1. According to the speaker, why is learning about public speaking important?
2. What kinds of public speaking does she mention?
3. Why is it important to consider your audience before speaking?

►Activity 3 Simple Introduction

Make a circle with other students. Each student should tell his or her full name and what they study. They should also say what year they are: freshman (first year), sophomore (2nd year), junior (third year), or senior (fourth year). Try to speak in a clear voice and look at the other students when talking. When a student is finished talking, all students should clap to show support.



5. It can increase your impact to make changes.



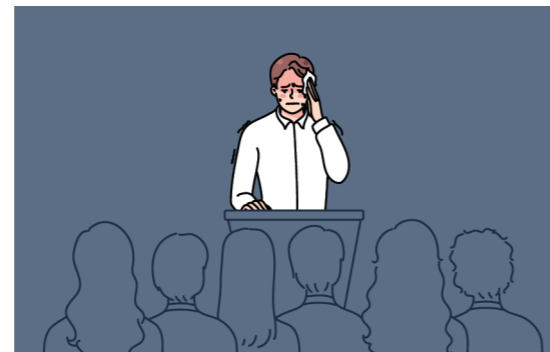
6. It can increase your reach, especially when combined with technology.

The Ways Public Speaking Helps You! 

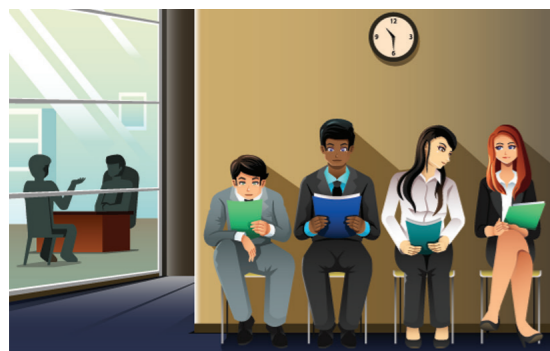
Public speaking takes courage—but you become a stronger person by overcoming your fear. If you have little confidence now, you can change that. Overcoming the fear of public speaking is like learning to eat vegetables: It may be a little challenging at first, but the long-term rewards are many.



1. It can boost your confidence.



2. It can teach you how to overcome your fears.



3. It can prepare you for the job market.



4. It can help you succeed at work.



7. It can help you connect with others around the world.

►Activity 4 Matching The Types of Public Speaking

In many cases, you can think of public speaking as communication with people in order to reach a goal. Look at the types of communication below and match them with a likely goal.

<u>Communication Situation</u>	<u>Goal</u>
_____ 1. Speaking at a job interview.	A. Giving clear and useful sales information to colleagues.
_____ 2. Giving a presentation in a university English communication class.	B. Getting hired.
_____ 3. Presenting to a professors' graduation thesis committee.	C. Solving the conflict.
_____ 4. Presenting a sales report at a team meeting.	D. Congratulating and complimenting your colleague.
_____ 5. Giving a speech about a colleague at his retirement party.	E. Getting the financial support you need.
_____ 6. Giving a speech to the general public about a novel you have just written.	F. Getting a good grade and pleasing members of your class.
_____ 7. Talking to a group of friends about a disagreement they are having.	G. Getting people interested in your book.
_____ 8. Asking a committee for budget approval.	H. Receiving approval so you can graduate.

►Activity 5 Personal Challenges

What is the most difficult part of giving a speech or presentation for you? After you have checked the appropriate boxes below, discuss your answers with a partner or group.

- Thinking of a good topic
- Writing the speech
- Memorizing the speech
- Focusing on the audience rather than your own nervousness
- Using natural body language (posture, hands, eye contact, etc.)
- Connecting with the audience
- Self confidence
- Speaking loudly and clearly enough
- Being yourself in front of an audience
- Using technology
- Speaking in English

►Activity 6 Survey

Ask the following questions to several different students, writing down their names and answers. Then ask an additional question, writing notes in the "Extra Information" space.

Examples:

- A: Do you think learning about public speaking is useful?
- B: Yes, I do. (Get the person's name and write it down, along with their answer.)
- A: Why do you think it's useful?
- B: It would help me become more confident, so I can share my thoughts and opinions more easily. (Write a note in the "Extra Information" box.)

	Questions	Names	Answer + Extra Information
1	Have you ever given a speech or presentation?	1. 2. 3.	
2	Do you get nervous before public speaking?	1. 2. 3.	
3	Do you think learning about public speaking is useful?	1. 2. 3.	
4	Do you like listening to speeches, presentations, or stories?	1. 2. 3.	
5	Do you like to meet new people?	1. 2. 3.	
6	Do you avoid being the center or attention?	1. 2. 3.	

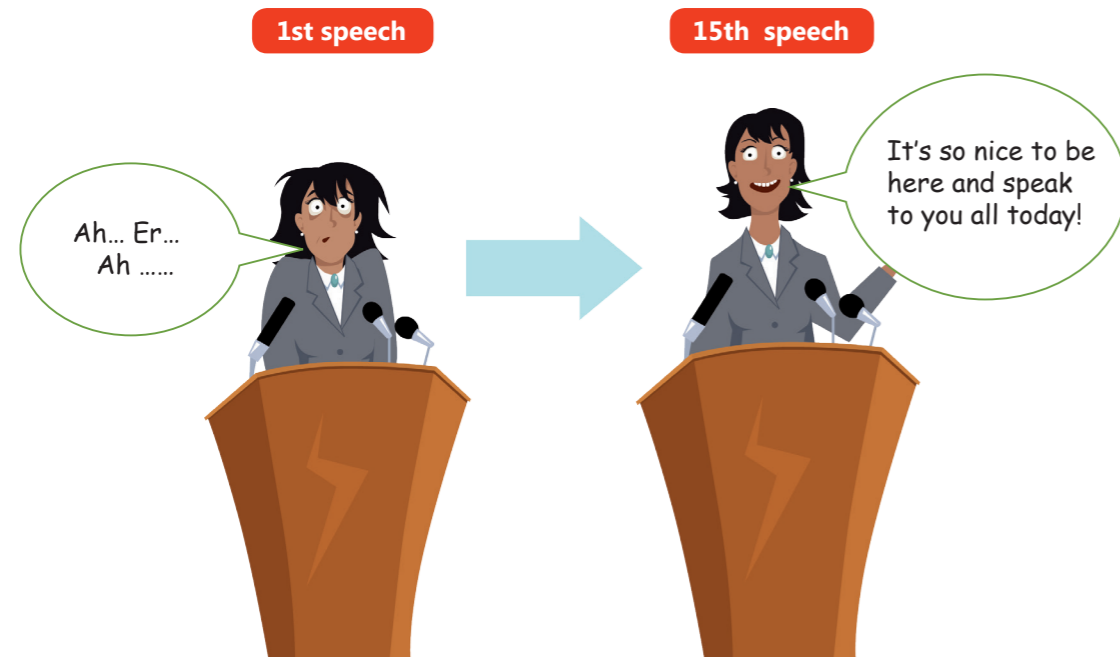
►Activity 7 Sharing Survey Results

What were some overall findings in your survey? What were any surprising answers? Write a summary below and then prepare to share your findings with the class or with a group.

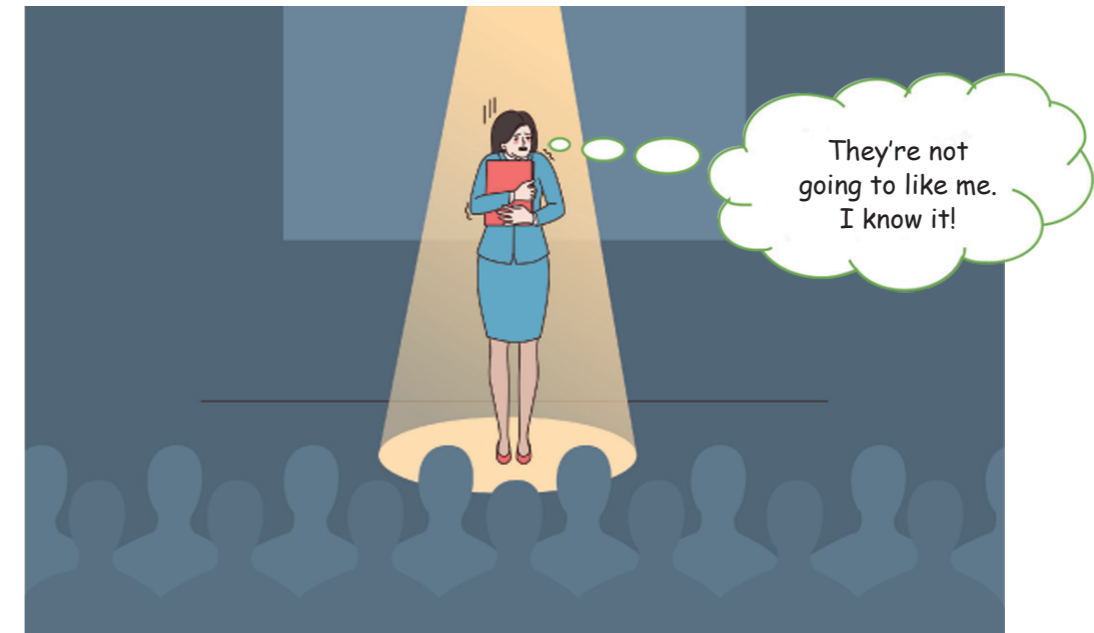
►Activity 8 Presentation Cartoons

What do you think the following cartoons imply about public speaking? What attitude do the people below have? Is their attitude helpful to become a good public speaker?

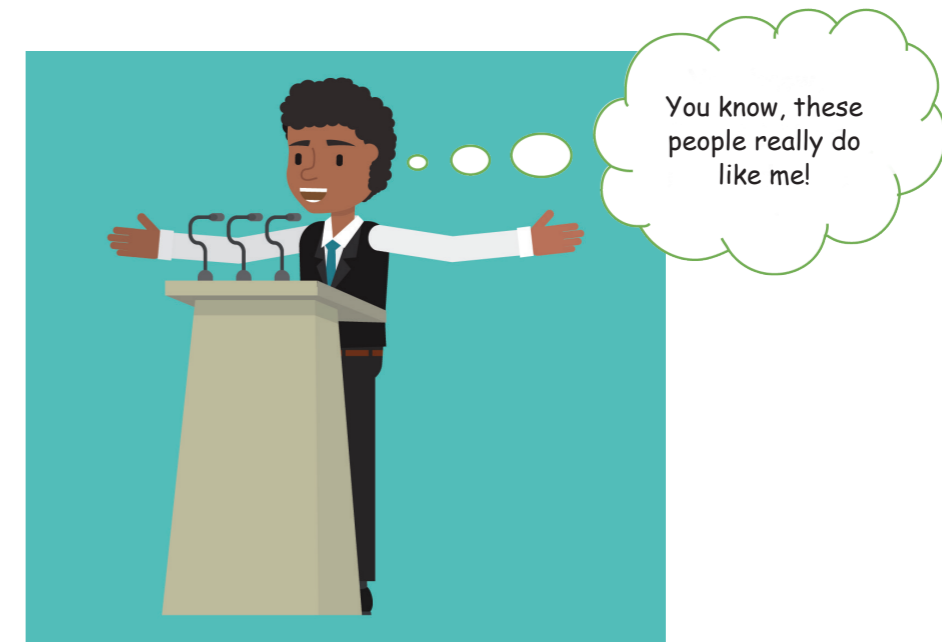
1.



2.



3.



Unit 2

Self-Introductions



A self-introduction is normally given at the beginning of a talk. It gives your audience important information about you and what your presentation is about. Your audience will more likely want to listen to you if they have a better idea of who you are and what you hope to convey. Of course, self-introductions are not limited to public speaking. We all give self-introductions at various times in our lives, whether we are meeting a new person or being interviewed for a job.

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The important thing in your introduction is to build a bridge between you and your listeners. One of the best ways to do this is to choose the information about yourself that others would be interested in. You may want to include a personal detail about your life that influences your thoughts or feelings about a topic. Audience members with similar experiences or interests to you are likely to feel more connected to you and more interested in your presentation. Though self-introductions will vary according to your goals, there are some general tips to make your introduction more impactful:

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1. Try to make the other person or people feel that you are interested in the topic and are enthusiastic to share information with them.
2. Speak in a clear voice—loud enough for them to hear easily.
3. Try not to talk too quickly, which speakers often do if they are nervous. Instead, speak normally in a relaxed, smooth, and friendly tone.
4. Make eye contact with your listeners. Try to look at as many people as you can when you speak so that everyone feels you are talking to them.
5. Use your face to communicate your feelings as you talk. Show that you are a warm, feeling person—and not a talking robot.
6. Aim to have a confident but relaxed manner as you talk. This may seem difficult at first: Try to relax your body before speaking and breathe in and out slowly and deeply. As you

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25 speak, pause to breathe, look at the audience, and gather your thoughts.

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7. Keep your introduction short, simple, and to the point so listeners can remember what you say.

8. Use short, simple sentences and language that your audience can easily understand. You may want to explain difficult words that your audience may not know.

Remember, the more you can relate your self-introduction to the topic, the better. For example, if you have done volunteer work caring for elderly people and your theme is “Taking Care of the Elderly in Japan,” be sure to include your experience in your introduction. This will likely make your audience more receptive to your ideas. Your introduction is your first chance to build a relationship with your audience, so it is important to be natural, to show who you really are, and to show you are enthusiastic to share your ideas with your listeners.

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►Activity 1 True or False

Write “T” if the sentence is true and “F” if the sentence is false.

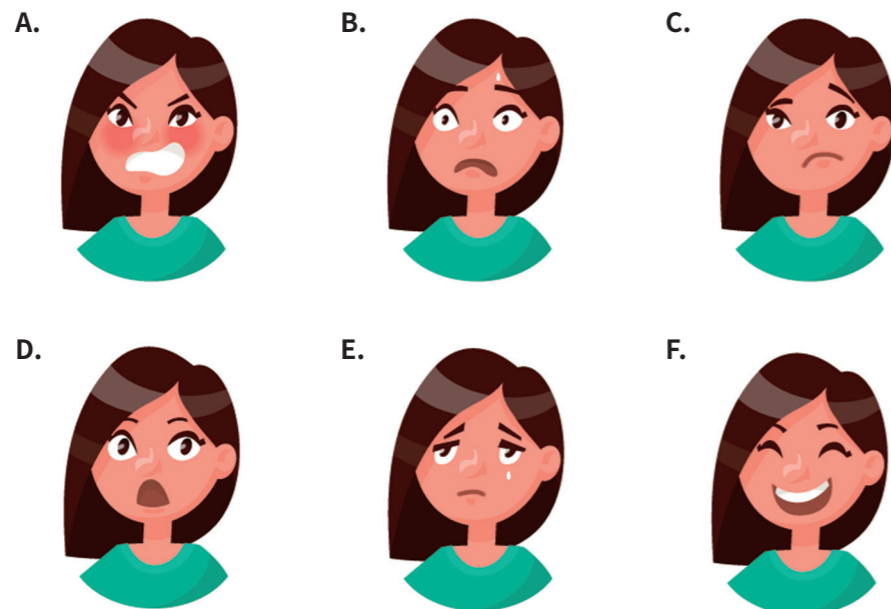
- _____ 1. Most people have few occasions to give self-introductions.
- _____ 2. The most important thing to do in a self-introduction is to make a good connection with the audience.
- _____ 3. Self-introductions seldom change, even if you talk to very different groups about different topics.
- _____ 4. Eye contact is one way to make people feel they are recognized by a speaker.
- _____ 5. Being too enthusiastic about a topic usually “turns people off.”
- _____ 6. Pauses often make people uncomfortable.
- _____ 7. If you look too relaxed, the audience may think you are not serious enough.
- _____ 8. Using difficult words is a good idea to show people how intelligent you are.
- _____ 9. Explaining the meaning of difficult words will likely be appreciated by the audience.
- _____ 10. Linking your personal experience with your topic is a good idea.

►Activity 2 Questions for Discussion

1. Are you comfortable introducing yourself to strangers? Why or why not?
2. Which is more difficult for you, introducing yourself to a large audience during a presentation or speech or introducing yourself to a small group of strangers? Why?
3. We often get a strong sense about a person when they introduce themselves. How do you judge someone during their introduction?
4. In a presentation or speech, what do you think makes a good self-introduction? Why?
5. What would make a poor self-introduction?

►Activity 3 Expressing with Your Face

Match the facial expressions below with the sentences by putting the correct letters in the blanks.



- ___ 1. I was so shocked that I couldn't speak.
- ___ 2. I was happy to win first prize.
- ___ 3. I became so angry that I wanted to shout!
- ___ 4. I felt so sorry for the little boy.
- ___ 5. I was scared to death!
- ___ 6. Being sick in bed for a week was so boring.

►Activity 4 Self-Introduction Cartoons

What feeling do you get from the following people during their introduction? Why?

- As you must know, I'm the very busy president of a big and famous company, but I've made time to be here for you today!
- It's a pleasure to be here with you today, since we share the same concern—the safety of our children when they are online.
- To be honest, I'm not the best person to talk about economics, since I don't really like or even understand the subject.
- My name is Barbara Hutton and I have a secret to share. I have a learning disorder, which made study at school difficult. But now I'm a successful businesswoman. Let me tell you how I did this.
- Please, no questions! I haven't prepared for questions.