EO M309.03 – DESCRIBE EFFECTIVE-SPEAKING TECHNIQUES

1. **Performance.** Describe Effective-Speaking Techniques.

2. **Conditions**

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: N/A.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard.** The cadet shall describe the following effective-speaking techniques:

   a. voice control,

   b. physical presence, and

   c. preparation.

4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Explain elements of voice control, to include: a. pitch, b. tone, c. volume, d. speed, e. pause, and f. articulation.	Interactive Lecture	10 min	C1-133 (p. 16, pp. 85–87, p. 188, p. 189)
TP2	Discuss elements of physical presence, to include: a. body language, and b. dress and deportment.	Group Discussion	10 min	C1-133 (p. 16, pp. 103–122, p. 194)
TP3	Explain effective-speaking preparation, to include: a. practicing; b. controlling nervousness; and c. identifying a friendly face.	Interactive Lecture	5 min	C1-133 (p. 85, p. 116, pp. 171–179, p. 188)

5. **Time**

   a. Introduction/Conclusion: 5 min

   b. Interactive Lecture: 15 min

   c. Group Discussion: 10 min

   d. Total: 30 min

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6. **Substantiation**

   a. An interactive lecture was chosen for TPs 1 and 3 to present basic material and to orient the cadets to aspects of voice control and how to prepare for effective-speaking.

   b. A group discussion was chosen for TP 2 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about physical presence while speaking in front of a group.

7. **References.** C1-133 (ISBN 0-9695066-2-7) Bender, P. (2000). *Secrets of Power Presentations*. Toronto, ON: The Achievement Group.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for classroom/training area.

9. **Learning Aids**

   a. Paper, and

   b. Pen/pencil.

10. **Test Details.** N/A.

11. **Remarks.** N/A.

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