

Chapter 1 : Dragon NaturallySpeaking Professional - Free download and software reviews - CNET calendar

As a professional member of National Speakers Association (NSA), you have an opportunity to earn your CSP designation. This is the speaking profession's highest earned international measure of professional platform competence.

Brenda is a good friend of mine and perhaps the most professional professional speaker I know. Here is some of the things I learnt from that dissection: The beginning of a speech is not about creating rapport with the audience, building credibility of yourself as a speaker, or explaining what your speech will be about. All of that can be in an intro too, but Brenda made the point that the MAIN purpose of the opening of a speech is to Make a Promise, a promise to the audience of what they will get out of this speech if they decide to pay attention. The speech should then deliver on that promise. When asking a question. When telling a story about what happened to you, let the audience into your head when you tell the story in other words play out the inner voice in your head that you heard when it happened. That helps the audience feel like they are there in the story with you. When telling a story consider NOT having a picture to illustrate your story as having a picture guides the audience mental picture. Without an picture they have to imagine what it looked like, and as Brenda said: End each pillar with a Foundational Phrase: If you start to doubt on stage Brenda's advise was: About how you talk to the audience. Build your speech so that the speech is about the message to the audience, not about you. She gave the example of, if for example you need to speed up your delivery due to time constraints, you should say: Do not write a speaker intro that is about you and your bio, instead write an intro that is about how what you have done will help the audience. Here I will just quote Brenda: Life is just one big story so always keep a notebook or some post-it notes near by and write down every story that lives throws at you that you might be able to use. About what to do when your time is cut short just before you go on stage. If you are suddenly given a shorter time than was originally agreed then do not rush your speech, instead re-write it in your head and make it a new, shorter speech. Rushing a speech, or skipping over parts to make it to the end is cheating the audience, and to quote Brenda again: They can feel it and they do not deserve it. In part two published later this week I will share what I learnt from Brenda by having a one-hour one-on-one interview with her in Hong Kong a while back where she talked about the business side of her speaking business. Do not miss that post.

Professional speaking is a competitive field, but one with immense rewards. If you stay focused on providing value, and explaining how the companies and associations that hire you can benefit from.

Oct 31st, Inspired by 25 Skills Every Man Should Know , I pondered a list of the 25 essential skills every public speaker should have. How did I do? Every public speaker should be able to: Research a topic â€” Good speakers stick to what they know. Great speakers research what they need to convey their message. Focus â€” Help your audience grasp your message by focusing on your message. Organize ideas logically â€” A well-organized presentation can be absorbed with minimal mental strain. Master metaphors â€” Metaphors enhance the understandability of the message in a way that direct language often can not. Tell a story â€” Everyone loves a story. Points wrapped up in a story are more memorable, too! Start strong and close stronger â€” The body of your presentation should be strong too, but your audience will remember your first and last words if, indeed, they remember anything at all. Incorporate humour â€” Knowing when to use humour is essential. So is developing the comedic timing to deliver it with greatest effect. Vary vocal pace, tone, and volume â€” A monotone voice is like fingernails on the chalkboard. Punctuate words with gestures â€” Gestures should complement your words in harmony. Tell them how big the fish was, and show them with your arms. Utilize 3-dimensional space â€” Chaining yourself to the lectern limits the energy and passion you can exhibit. Lose the notes, and lose the chain. Complement words with visual aids â€” Visual aids should aid the message; they should not be the message. Analyze your audience â€” Deliver the message they want or need to hear. Connect with the audience â€” Eye contact is only the first step. Interact with the audience â€” Ask questions and care about the answers. Make your presentation a dialogue. Obey time constraints â€” Maybe you have 2 minutes. Maybe you have Either way, customize your presentation to fit the time allowed, and respect your audience by not going over time. Craft an introduction â€” Set the context and make sure the audience is ready to go, whether the introduction is for you or for someone else. Exhibit confidence and poise â€” These qualities are sometimes difficult for a speaker to attain, but easy for an audience to sense. Handle unexpected issues smoothly â€” Maybe the lights will go out. Maybe the projector is dead. Have a plan to handle every situation. Be coherent when speaking off the cuff â€” Impromptu speaking before, after, or during a presentation leaves a lasting impression too. Doing it well tells the audience that you are personable, and that you are an expert who knows their stuff beyond the slides and prepared speech. Seek and utilize feedback â€” Understand that no presentation or presenter yes, even you! Aim for continuous improvement, and understand that the best way to improve is to solicit candid feedback from as many people as you can. Listen critically and analyze other speakers â€” Study the strengths and weakness of other speakers. Act and speak ethically â€” Since public speaking fears are so common, realize the tremendous power of influence that you hold. Use this power responsibly. Which skills have I missed? Are all of those on the list essential? Additional Skills for Professional Speakers Note that I have not attempted to cover additional skills which professional speakers must have that relate to marketing, advertising, product development, and other aspects of running a professional speaking business. There are other resources which address these, such as:

Chapter 3 : Professional and Public Speaking Skills – Successfully Speaking

Professional image is composed of visual, vocal, and verbal messages. Body language should represent an executive presence and voice quality and speaking style should enhance that image.

Always give the audience something to take home. Always provide something specific the audience can do almost immediately. Inspiration is great, but application is everything: Never be afraid to say, "Tonight, think of an employee who is really struggling--and then tomorrow, do this and this to try to rescue them. Games for Change 2. So seize the opportunity. If you would have addressed it in a later slide, skip ahead. Never do anything to disengage your audience. Watch Malcolm Gladwell on happiness. Asking questions to engage the audience often feels forced. Most speakers have all the answers. Fuel your mental engine. Dopamine and epinephrine help regulate mental alertness. Both come from tyrosine, an amino acid found in proteins. So make sure to include prot placeholder ein in the meal you eat before you need to be at your best. Watch Amy Cuddy on the power of body language. Burn off a little cortisol. The easiest way to burn off cortisol is to exercise. Work out before you leave for work, take a walk at lunch, or hit the gym before a speaking engagement. Watch Nilofer Merchant on walking meetings. Create two contingency plans. What if your PowerPoint presentation fails, someone constantly interrupts, or your opening falls flat? Pick two of yplaceholderour biggest fears and create contingency plans. What will you do if the projector fails? What will you do if the meeting runs long and you have only a few minutes to speak? Watch Simon Sinek on the way good leaders make us feel. Instead of creating a superstition, create a placeholder routine that helps center you emotionally. Walk the room ahead of time to check sight lines. Pick things to do that are actually beneficial and do them every time. Watch Daniel Pink on motivation. Set a backup goal. In response people usually either try too hard or basically give up. Watch Brene Brown on the power of vulnerability. Share a genuinely emotional story. Instead, tell a story and let your emotions show. If you were sad, say so. If you cried, say so. If you felt remorse, let it show. When you share genuine feelings you create an immediate and lasting connection with the audience. Emotion trumps speaking skills every time. Watch Elizabeth Gilbert on creativity. Pause for 10 seconds. A poor speaker abhors a vacuum; only confident speakers are secure with silence. Take one long pause to gather your thoughts and the audience will automatically give you speaker bonus points. Watch Seth Godin on spreading ideas. Splaceholderhare one thing no one knows. Audiences love to cock their heads and think, "Really? Benefit the audience instead of "selling. Put all your focus on ensuring that the audience will benefit from what you say; never try to accomplish more than one thing. Watch Jason Fried on where work really happens. Due to insecurity,placeholder many speakers open with an excuse: Watch Tom Wujec on team building. Do all that ahead of time. And if there are people running some of those functions, talk to them about what to do if something fails. And if something does fail, smile and try to look confident while you or others take care of the problem. When things go wrong, what really matters is how you react. Watch Sheryl Sandberg on women leaders. World Economic Forum Make your font size double the average age of your audience. Roughly speaking,placeholder that means your fonts will be between 60 and 80 points. Watch Michael Porter on solving social problems. Your slides should accentuate your points; they should never be the point. Watch Kelly McGonigal on harnessing stress. Focus on earning attention. Watch Steve Jobs on living before you die. Aplaceholderlways repeat audience questions. Unless microphones are available, rarely will everyone in the audience hear questions other audience members ask. Always repeat the question and then answer it. Watch David Blaine on holding your breath for way, way too long. So create a structure that allows you to repeat and reinforce key points. Since no one can remember everything you say, what you repeat has a much greater chance of being remembered--and being acted upon. John on the secrets of success. Aplaceholderlways, always run short. If you have an hour, take As a bonus, that forces you to hone your presentation--and to prepare to shift gears if your presentation takes an unexpected turn. Finish early and ask if anyone has questions. Or invite them to see you after the presentation. But never run long--because all the goodwill you built up could be lost. Watch Angela Lee Duckworth on the power of grit. Ted Conference

Related Links:

Chapter 4 : Keynote Speakers and Business Speakers

The Certified Speaking Professional designation, established in , is the speaking industry's international measure of professional platform skill. The CSP designation is conferred by the National Speakers Association (NSA) only on those speakers who have earned it by meeting strict qualifying criteria.

Chapter 5 : Professional | Definition of Professional by Merriam-Webster

Overview of Dragon Naturally Speaking 13 Premium. The Premium edition of Dragon 13 is the middle of the road choice. It's got more functionality than the Home edition, but not quite all of the features of Dragon 13 Professional.

Chapter 6 : 25 Essential Public Speaking Skills

The all-new Dragon Professional Individual , a smarter next-generation speech recognition solution, empowers busy professionals to complete documentation and reporting quickly and accurately on the PC, so you spend more time on activities that boost the bottom line.

Chapter 7 : Dragon Naturally Speaking Professional | eBay

Dragon Professional Group (DPG) is designed for solo practitioners and businesses with hundreds of users. DPG is Nuance's best offering for speech recognition in the professional field. By purchasing DPG you are able to integrate with other professional systems and products.

Chapter 8 : ILR scale - Wikipedia

The all-new Dragon Professional Individual, v15 enables fast and accurate dictation, powerful transcription and mobility features to drive documentation productivity at work.

Chapter 9 : The Nerdary - A Formula for Speaking Fees

My short answer is that being skilled in public speaking is the difference between a professional that has lots of ideas, that nobody gets to hear about and a professional that becomes a thought leader who is sought after to hear what they have to.