



Qudwa

A i d i n g   t h e   B a l a n c e

## Speak Up Challenge: Intro

- Time to plan: 15 minutes
- Time to speak: 2 minutes
- Topic allocation
- Judging criteria:
  - Time Management
  - Content & Structure
  - Delivery (clarity, voice, speed, confidence)

## Judging Criteria Definition

- Time Management
  - Under 1 minute – 0 points
  - 1 to 2 minutes – 10 points
  - Over 2 minutes – 0 points
- Content & Structure
  - Does the speech flow properly in terms of structure?
  - Is the content of value to you, does it make a point?
- Delivery
  - Clarity
  - Voice
  - Speed
  - Confidence
  - Posture

Start the Clock

---

## Speeches

---



Your Choice

Here is where the audience will vote on their best delivery based on the scoring criteria. This will not be used as input in the scoring sheet and it is just for you to know how you did based on your peers reviewing your speech. You will need to input the number of teams into the slide and vote using the keypads.

Announce the Winners!!

---

## General Presentation Tips

- Know your material
- Practice... Practice...Practice
- Know the audience
- Don't apologize for any nervousness or problem – the audience probably never noticed it
- Don't eat heavily before your talk, and avoid milk products

**Don't eat heavily before your talk, and avoid milk products.** The reasons for avoiding a heavy meal may be obvious. Milk products coat your larynx and may cause you to do a lot of throat-clearing.

This reference material is from Toastmasters and MIT



## Gender Specific Tips

### Women might learn from men

- Crush the qualifiers
- Beware of non-verbals
- Go by the numbers
- Don't personalize things
- Accessorize minimally

### Men might learn from women

- Temper the talking head
- Use inclusive language
- Cater to the audience
- Be genuine
- Emote every now and then
- Don't be monotonic

Crush the qualifiers - Women often tend to soften their statements by qualifying them with such phrases as "I sort of thought", "in my opinion", or "this might be a better way." Consider the subtle but different impact of these two statements: In my opinion, the project will work better if we bid on each part separately," versus "The project will work better if we bid on each part separately." The latter is more powerful.

Beware of non-verbals - Sure, men jingle pocket change and unconsciously lick their lips, but coaches say women often do more to sabotage their authority by tilting their heads, touching their hair, using flowery gestures or signaling their lack of confidence with other tics.

Go by the numbers - When organizing a message, many men like to announce a number before each point: Point 1 is X, Point 2 is Y, Point 3 is Z. Some studies show that men use less verbiage or asides in presentations, and get to key points faster. This isn't always great for personal conversations, but it works well in presentation settings, where audiences have less patience for rambling or digression.

Don't personalize things - Starting sentences with "I" when you're not talking about yourself can cause problems, says consultant Phyllis Mindell. The sentence, "I have a problem with my secretary; he never gets to work on time," is about the secretary, but by starting with "I," speakers inadvertently make it about themselves. Phrasing such as, "My secretary has a problem; he never gets to work on time," is more direct and

## Gender Specific Tips

### Women might learn from men

- Crush the qualifiers
- Beware of non-verbals
- Go by the numbers
- Don't personalize things
- Accessorize minimally

### Men might learn from women

- Temper the talking head
- Use inclusive language
- Cater to the audience
- Be genuine
- Emote every now and then
- Don't be monotonic

Accessorize minimally - Because women have more clothing options than men have, the odds are greater they'll make decisions that distract an audience. Presentation coaches suggest simple but classy wear and minimal accessorizing. That enables the audiences' first impression to be about who is inside the clothes, not the clothes themselves.

Men might learn from women to:

Temper the talking head - While not appropriate for all presentation scenarios, replacing a monologue with some audience dialogue is a great way to energize an audience. Ask questions. Get feedback. Make conversation with the audience; don't lecture.

Use inclusive language - Women tend to use words like we, our and us, while men tend to say I, me and mine more often. Check your ego at the door and you'll get better results.

Cater to the audience - Men more often present from their own perspective of what they think the audience should know, rather than thoroughly researching what the audience wants to learn or hear. Men are also slow to shift gears if they sense they're losing an audience. Women, it seems, are better at accurately gauging the emotional temperature and interest level of a room.

## Gender Specific Tips

### Women might learn from men

- Crush the qualifiers
- Beware of non-verbals
- Go by the numbers
- Don't personalize things
- Accessorize minimally

### Men might learn from women

- Temper the talking head
- Use inclusive language
- Cater to the audience
- Be genuine
- Emote every now and then
- Don't be monotonic

Be genuine - In a survey by GenderFlex author Judith Tingley, she asked respondents to evaluate certain sales presentations. The consensus was that male salespeople's greatest strength was product knowledge. Their greatest perceived weakness, however, was a lack of genuineness and honesty.

Emote every now and then - No matter how the genders evolve, women are probably always going to be more comfortable expressing their emotions than men. But times have changed for men. Crybabies aren't exactly in vogue, but displaying honest emotion is now associated more with inner strength than weakness.

Don't drone - Whether it's to avoid showing emotion or seeming too enthusiastic about something - anything - they don't know, men tend to be the champions of vocal monotony in the speaking world. The answer isn't to talk more like a woman, but the least you can do is be a less, ah, boring man.

[http://westsidetoastmasters.com/article\\_reference/the\\_gender\\_gap.html](http://westsidetoastmasters.com/article_reference/the_gender_gap.html)

Thank you!

---