

# PUBLIC SPEAKING

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PROGRAM STUDI ILMU KOMUNIKASI  
UNIVERSITAS PEMBANGUNAN JAYA



## MAYA RACHMA

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# PUBLIC SPEAKING ONLINE COACHING

WRITTEN BY:

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## BAB I

# PUBLIC SPEAKING

Hai Selamat bergabung dalam Public Speaking Online Coaching!  
Let's improve your public speaking skills!

Public speaking adalah kemampuan untuk berbicara dan menyampaikan ide serta gagasan di depan khalayak banyak. Banyak yang bilang public speaking itu adalah bakat. Tapi sebenarnya, public speaking itu sama aja seperti life skills lainnya, kaya masak, berenang ataupun nyetir mobil. Memang orang yang punya bakat bisa belajar lebih cepat, tapi bukan berarti keahlian tersebut ga bisa dikuasai oleh semua orang.

So, buat kamu yang merasa 'Ga Bakat' ngomong di depan banyak orang, jangan khawatir! dengan kemauan belajar dan latihan, lama-lama kamu akan bisa menguasainya!

Ga usah panik dan putus asa, kalo kamu mengalami gejala seperti deg-deg-an parah, tangan bergetar dan keringet dingin sebelum ngomong di depan publik, because it's so normal! Bahkan public speaker berpengalaman sekalipun seperti presiden misalnya, pasti mengalami hal tersebut sebelum berpidato. Yang beda adalah dia sudah terbiasa dan bisa menaklukkan rasa nervous nya. Jadi, tenangin diri kamu, supaya kamu bisa berbicara dengan baik. Kalo udah berhasil tenang, artinya kamu udah lolos ujian pertama!

Nah, selain overcome your nervousness masih banyak hal lain yang harus kamu kuasai untuk menjadi public speaker yang baik. Yuk kita mulai coachingnya dengan penuh keyakinan kalo kamu bisa menjadi public speaker yang keren!

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## BAB IV

# PRACTICE DOES NOT MAKE PERFECT

Supaya membuat kemampuan public speaking semakin baik, jangan lupa untuk terus berlatih. Ambil setiap kesempatan ngomong di depan publik sebagai ajang latihan! karena pengalaman adalah pelajaran yang paling berharga, semakin tinggi jam terbang, maka penampilan kamu akan semakin baik.

Jangan mudah putus asa juga, setiap orang berproses ga langsung jadi bagus, kamu harus sabar dan nikmatin prosesnya. Ingat Practice does not make perfect! semakin banyak latihan bukan berarti kamu jadi sempurna, jadi wajar aja kalo di percobaan pertama, kedua, ketiga atau kesepuluh, kamu masih aja melakukan kesalahan walaupun kamu udah persiapan yang matang. Terus belajar dari kesalahan kamu agar menjadi public speaker yang lebih baik lagi.

**SUKSES SELALU!  
WITH LOVE,**

**MAYA RACHMA**

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# PUBLIC SPEAKING

TAHUN 2019

## *RENCANA PEMBELAJARAN SEMESTER*

1. Berbicara di Depan Publik
2. Etika Public Speaking
3. Listening & Critical Thinking
4. Menganalisa Audiens
5. Persiapan & Penulisan Naskah
6. Teknik Public Speaking 1 (Percaya Diri & Vocal)
7. Teknik Public Speaking 2 (Facial Expression & Gesture, Komunikatif)

*UTS (PENULISAN NASKAH & GIVING A SPEECH)*

**TM: Tugas Video Kreatif Kelompok**



# PUBLIC SPEAKING

TAHUN 2019

## *RENCANA PEMBELAJARAN SEMESTER*

**8. Organizing the Body of the Speech**

**9. Delivery The Speech**

**10. Menggunakan Alat Bantu Presentasi**

**11. Varieties of Public Speaking (Inform & Persuade, MC Moderator & Speaker)**

**12. Metode Persuasi**

**13. Presentasi Konsep UAS**

**14. Gladi Bersih UAS**

*UAS (PERTUNJUKAN PUBLIC SPEAKING)*

**TM: Tugas Video Evaluasi Kelompok**

# PUBLIC SPEAKING

TAHUN 2019

## KOMPONEN PENILAIAN

1. ABSENSI 15%
2. PARTISIPASI & ATTITUDE DI KELAS 5%
3. TUGAS VIDEO KELOMPOK 20%
4. UTS 30%
5. UAS 30%



Stephen E. Lucas  
The Art of Public Speaking  
Twelfth Edition



**This International Student Edition is for use outside the U.S.**

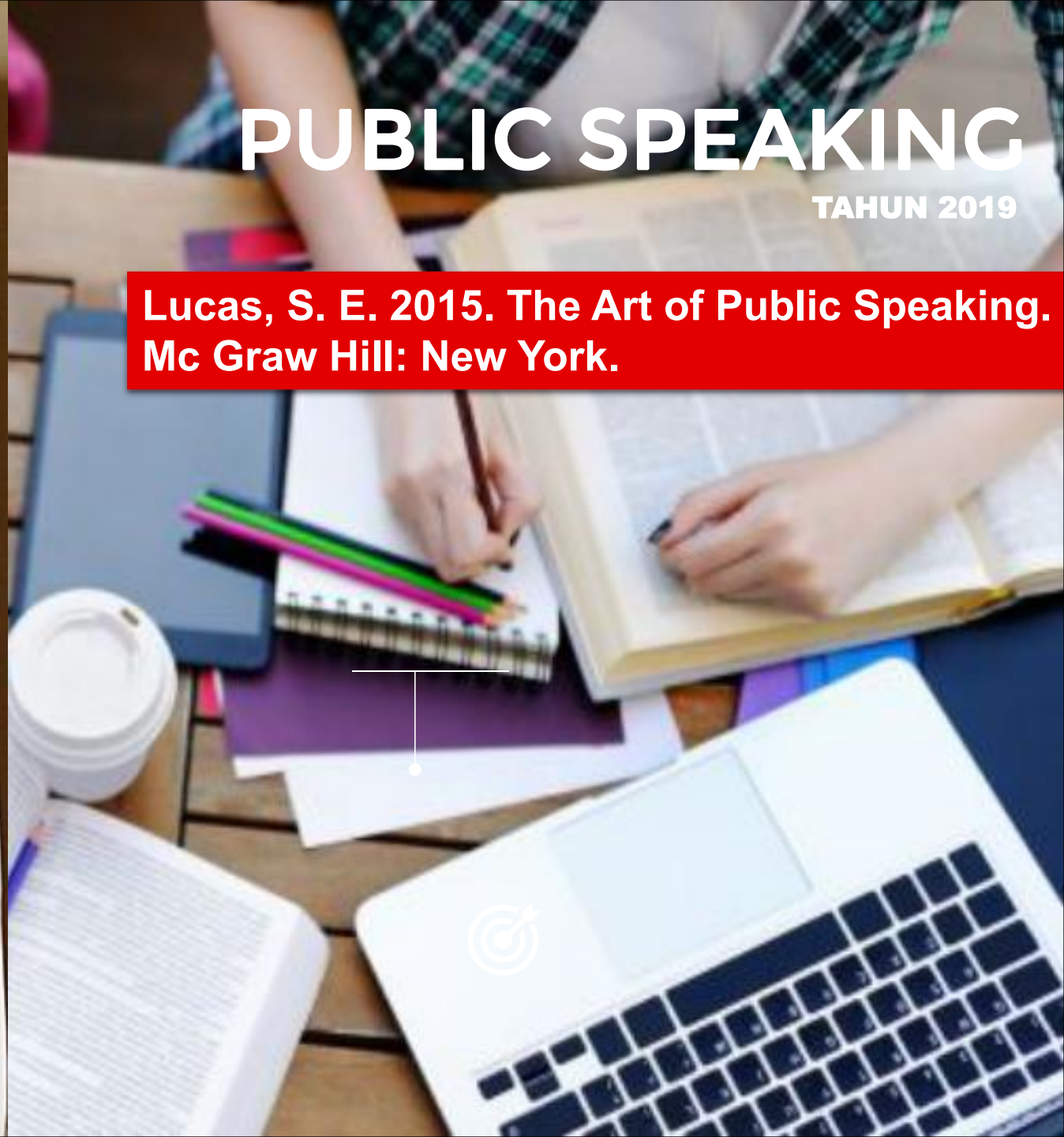


McGRAW-HILL INTERNATIONAL EDITION

# PUBLIC SPEAKING

TAHUN 2019

**Lucas, S. E. 2015. The Art of Public Speaking. Mc Graw Hill: New York.**







# KONTRAK PERKULIAHAN

**TOLERANSI KETERLAMBATAN MAX 15 MENIT**

**KELUAR DARI KELAS > 15 MENIT = TIDAK HADIR**

**TIDAK MENGGUNAKAN ID & TIDAK MEMBAWA TEXT BOOK = TIDAK HADIR**

**TIDAK ADA TOLERANSI KETERLAMBATAN PENGUMPULAN TUGAS**

**WAJIB MENGGUNAKAN PAPAN NAMA**

**TIDAK ADA TOLERANSI KEGIATAN PLAGIAT (PLAGIARISM = FAILED ! (F))**



A close-up, shallow depth-of-field photograph of a silver, spherical mesh microphone in the foreground. The background is a large, dimly lit room filled with a blurred crowd of people, suggesting a public event or conference. The ceiling is visible with numerous small, circular lights, some of which are out of focus, creating a bokeh effect. The overall atmosphere is professional and focused on public communication.

**BERBICARA DI DEPAN PUBLIC**



# WHAT IS PUBLIC SPEAKING

A woman with long brown hair, wearing a light blue button-down shirt and a dark grey skirt, stands in the foreground. She is smiling and looking towards the camera while holding a black microphone in her right hand and a black clipboard in her left. The background is a blurred conference room with several people seated at round tables with white tablecloths, listening to her presentation.

Kegiatan menyampaikan informasi di muka publik secara jelas, beralasan, dengan artikulasi yang baik, dan tersampaikan secara efektif.

# WHAT IS PUBLIC SPEAKING

A woman with long brown hair, wearing a light blue button-down shirt and a dark grey skirt, stands in the foreground. She is smiling and looking towards the right. She holds a black microphone in her right hand and a black clipboard in her left. The background is a blurred audience of people seated at round tables with white tablecloths, suggesting a formal event or conference. The overall lighting is bright and professional.

Public Speaking is a way of making your ideas public - of sharing them with other people and of influencing other people (Lucas, 2015)



# WHAT IS PUBLIC SPEAKING SKILL



Kemampuan untuk berbicara dan menyampaikan gagasan di depan khalayak umum.

# THE POWER OF PUBLIC SPEAKING

A man in a light blue shirt and striped tie stands in a meeting room, smiling and gesturing while presenting to a group of three seated colleagues. A flipchart is visible on the left.





PUBLIC SPEAKING SKILL

# WHY IS IT SO IMPORTANT



## SURVEY

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THINK CRITICALLY &  
COMMUNICATE  
CLEARLY IS WAY  
MORE IMPORTANT  
THAN A MAJOR



## TOP SKILL

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EXECUTIVES &  
MANAGERS IN THE  
AMERICAN  
MANAGEMENT  
ASSOCIATION AGREED  
PUBLIC SPEAKING IS THE  
MOST IMPORTANT SKILL



## MAKE A CHANGE

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PUBLIC SPEAKING  
GIVES AN  
OPPORTUNITY TO  
MAKE A CHANGE IN  
SOMETHING YOU  
CARE ABOUT







# ASKING OR EXPRESS DISAGREEMENT



# JOB INTERVIEW





# ANOTHER LEVEL OF PRODUCT SELLING





# CONVERSATION VS PUBLIC SPEAKING





PERSAMAAN

## Conversation dan Public Speaking

Mengatur buah pemikiran kita secara logis

“Jahit” pesan dengan mempertimbangkan lawan bicara/ audiens

Sampaikan pesan yang mendatangkan *impact* yang maksimum

Beradaptasi dengan feedback dari pendengar (baik verbal dan non verbal)

## PERBEDAAN

# Conversation dan Public Speaking



Public Speaking proses berbicara yang memiliki tata cara dan terstruktur.

Public Speaking menuntut lebih banyak bahasa formal yang mudah dimengerti oleh audiens.

Public Speaking menuntut metode penyampaian yang berbeda dari sekedar *conversation*.



# STAGE FRIGHT

A woman with blonde hair, wearing a blue, form-fitting, sleeveless dress, stands on a stage with her back to the camera. She has her hands pressed against her face, suggesting she is experiencing stage fright or is crying. The stage floor is a solid blue color. In the background, a large, dense crowd of people, mostly men in suits and women in formal attire, is seated and looking towards the stage. The lighting is dramatic, with the woman on stage being the primary focus.

NERVOUS IS NORMAL

# YOU ARE NOT ALONE



## TOP HAL YANG PALING DITAKUTKAN MAHASISWA AMERIKA

1. Party with stranger
2. Giving a speech
3. Asked personal question in public
4. Meeting date's parents
5. Victim of practical joke
6. Talking with someone in authority
7. Job interview







PUBLIC SPEAKING SKILL  
**MEMBUAT GUGUP  
MENJADI POSITIF**



**MENAMBAH PENGALAMAN JAM TERBANG BERBICARA**

**PERSIAPAN YANG MATANG**

**BERPIKIR POSITIF**

**VISUALISASIKAN KESUKSESAN PUBLIC SPEAKING**

**YAKINLAH BAHWA GUGUP “TIDAK TERLALU TERLIHAT”**

**AUDIENS TIDAK MENGETAHUI KONTEN SPEAKER SEPENUHNYA**

# THINK POSITIVELY



## NEGATIVE THOUGHT

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I WISH I DIDN'T  
HAVE TO GIVE A  
SPEECH

I'M NOT GREAT  
PUBLIC SPEAKER

I'M ALWAYS  
NERVOUS WHEN I  
GAVE A SPEECH

NO ONE WILL  
INTERESTED IN  
WHAT I HAVE TO  
SAY

## POSITIVE THOUGHT

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THIS SPEECH IS A CHANCE FOR ME TO  
SHARE MY IDEAS AND GAIN EXPERIENCE AS  
A SPEAKER

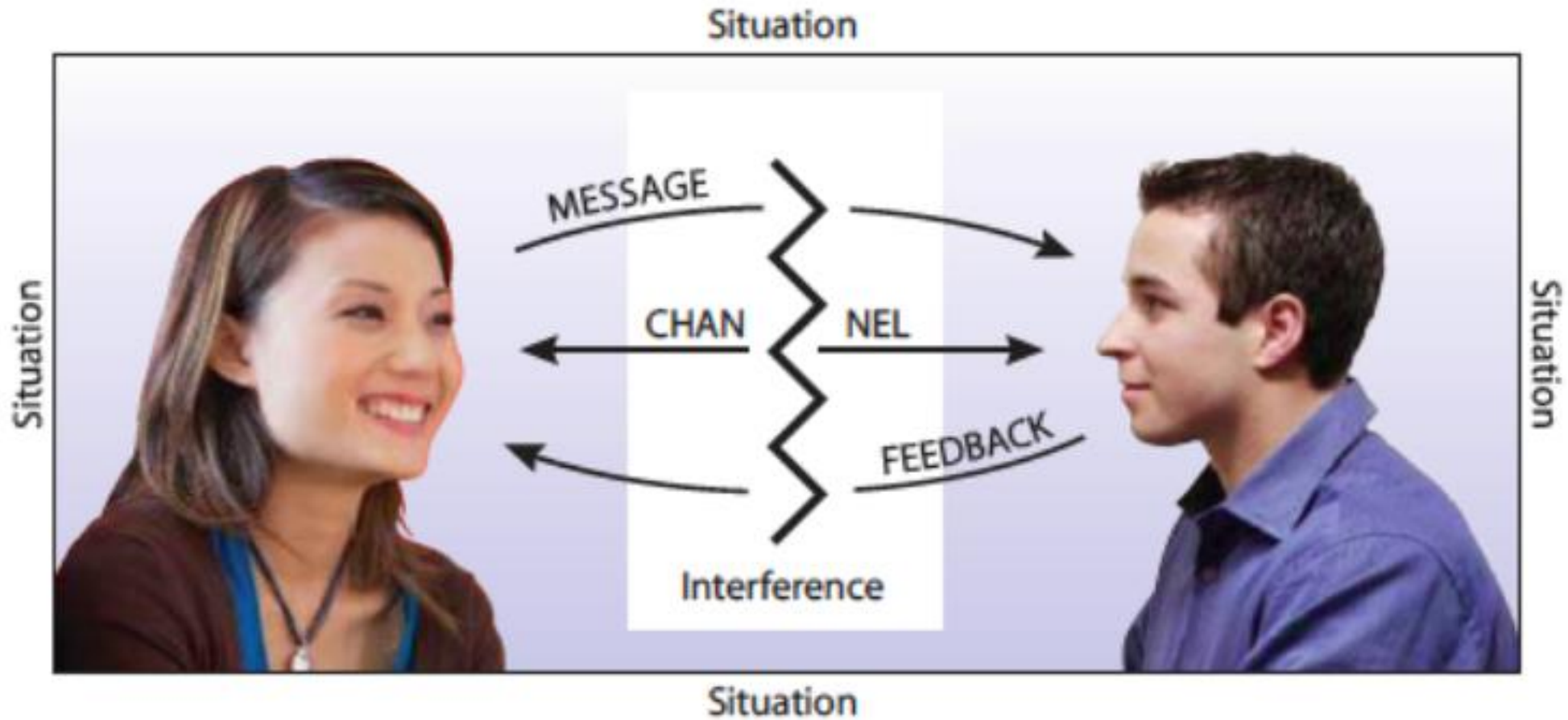
NO ONE'S PERFECT, BUT I'M GETTING  
BETTER WITH EACH SPEECH I GIVE

EVERYONE'S NERVOUS. IF OTHER PEOPLE  
CAN HANDLE IT, I CAN TOO

I HAVE A GOOD TOPIC AND I'M FULLY  
PREPARED. OF COURSE THEY'LL BE  
INTERESTED



# SPEECH PROCESS



A woman with long brown hair is smiling and looking upwards. She is wearing a blue and white striped shirt. In the foreground, another person's hand is visible, shaking hers. The background is blurred, showing what appears to be an indoor setting with windows.

## ASSESSMENT AWAL

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1. PILIHLAH SALAH SATU TEMA DI BAWAH INI, DAN JADIKAN BAHAN UNTUK BERBICARA DI DEPAN PUBLIK SELAMA 1-2 MENIT

- A. MATA KULIAH YANG PALING DISUKAI
- B. FILM YANG PALING DISUKAI
- C. HAL YANG PALING ANDA SUKAI



A woman with long brown hair is smiling and looking upwards. She is wearing a blue and white striped shirt. In the foreground, her hands are shaking with another person's hands. The background is blurred, showing what appears to be an office or meeting room setting.

## ASSESSMENT AWAL

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2. NILAI PENAMPILAN ANDA DAN TEMAN ANDA,  
SETIDAKNYA DALAM DUA KATEGORI KONTEN &  
PENAMPILAN (CARA PENYAMPAIAN)

A woman with long brown hair, wearing a blue and white striped shirt, is smiling and shaking hands with another person whose hand is visible in the foreground. The background is blurred, showing what appears to be an indoor setting with windows.

## REFERENCE

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*LUCAS, STEPHEN. 2012. THE ART OF PUBLIC SPEAKING 12TH EDITION.  
MC GRAW HILL: NEW YORK*





**THANK YOU**