

5.2 SPEAKING

PARTICIPATING IN A ROLE PLAY

Roleplaying is imagining oneself in a certain role and circumstance, speaking and acting as one would want or imagine. People of all abilities, ages, and backgrounds can try and benefit from roleplaying. It is another form of acting. In roleplay, actors take on specific parts, in a scenario without following a script.

Most roleplaying involves two people acting out how a conversation would—or should—look and sound among real people in real situations. Role reversal is common in roleplay, as is practising difficult conversations in order to achieve better results. Roleplaying occurs in a variety of settings, including education, business, counselling, gaming etc

VIRTUAL INTERVIEWS

Virtual Interviews are conducted virtually. Candidates and interviewers can meet virtually while being in separate locations. You must set up and use applications for video conferencing, webcams, and headsets for virtual interviews.

MAKING PRESENTATIONS WITH VISUAL AIDS

Visual aids have many uses when giving a presentation. Visuals can help capture attention

increase interest

clarify an idea

reinforce a concept

provide a reference point e.g., the spelling of an unfamiliar word, or a chart showing trends

Types of visual aids

presentation software e.g., PowerPoint

whiteboards

handouts

overhead transparencies (rarely used)

The pros and cons of individual types of visual aids

There are a lot of programs and apps available to help you design visuals to accompany your talk.

Here are just a few:

Microsoft PowerPoint

Prezi

Emaze

Project

Haiku Deck

PowToon

PowerPoint allows you to create slide. There are a couple of different versions around shows featuring embedded multimedia e.g., computer so make sure your version is compatible with pictures, videos, music. the computer you will use to display your presentation.

A range of design options are available. It's easy to get caught up in using animations, transitions, and fancy backgrounds - so remember to keep it simple!

General tips for visual aids

- Use all visual aids as a prompt, and don't read them word-for-word to the audience.
- Trust the audience to read the information for themselves.
- In addition to the above, don't put your whole talk on your visual aids. They need to supplement your speech, not substitute it.
- Make sure the audience can see the visual from all points in the room.
- Use a large font preferably 18pt or bigger - and make sure the text can be seen from the back of the room.
- Don't limit yourself to text ...include pictures, symbols, graphs, and other visual representations where appropriate.
- Allow the audience time to read and absorb the visual.
- Keep your visual aids simple for maximum effect.

- One idea per slide is a good rule for PowerPoint.
- Have a backup plan in case technology lets you down, and be prepared to give your presentation without visuals if necessary.
- Practise using the aids in your presentation so you know exactly what to do and when.

