



## Instructional Video Design Worksheet

One worksheet per video. If creating a micro-video series, use one worksheet for each video in the series.

<b>Title of Video and Topic:</b> ___ Micro-video Series    ___ Tutorial    ___ Training    ___ Screencast <u> X </u> Presentation/Lecture	
<b>Grade or Target Age Group Level: Middle School- High School Students</b>	
<b>Video Duration</b> ( <i>Maximum 5 minutes, if creating a micro-video series, series must not exceed 5 minutes</i> ):  <b>4m:43s</b>	
<b>FCCLA Integration</b> ( <i>National Programs, Competitive Events, Meetings/Events, if applicable</i> ):  <b>Career Connection, Power of one</b>	
<b>Video Learning Objective(s):</b>  <b>Students should develop a better understanding of how to properly speak in public with confidence by using different techniques and mechanisms provided.</b>	
<b>National Family and Consumer Sciences Standards (or others as appropriate):</b>  <div style="display: flex; justify-content: space-around;"> <span><b>1.1.1</b></span> <span><b>1.2.3</b></span> </div>	
<b>Career Readiness Practices (Select all that apply):</b>	
<input type="checkbox"/> <b>Act as a responsible and contributing citizen and employee</b> <input type="checkbox"/> Apply appropriate academic and technical skills <input type="checkbox"/> Attend to personal health and financial well-being <input type="checkbox"/> <b>Communicate clearly and effectively and with reason</b> <input type="checkbox"/> Consider the environmental, social and economic impacts of decisions <input type="checkbox"/> Demonstrate creativity and innovation <input type="checkbox"/> Employ valid and reliable research strategies	<input type="checkbox"/> Utilize critical thinking to make sense of problems and persevere in solving them <input type="checkbox"/> Model integrity, ethical leadership and effective management <input type="checkbox"/> <b>Plan education and career paths aligned to personal goals</b> <input type="checkbox"/> Use technology to enhance productivity <input type="checkbox"/> Work productively in teams while using cultural global competence
<b>Materials Needed to Create Video:</b>  <ul style="list-style-type: none"> <li>● <b>Camera</b></li> <li>● <b>Presentation Tools</b></li> <li>● <b>Editing Software</b></li> </ul>	
<b>Instructional Strategies:</b>	

This is a direct informational video made to teach students techniques on speaking in public.

**Key Topic/Step 1: Main Points of Public Speaking**

**Timeframe: 0:00 - 1:56**

**Storyboard/Scripting (media/images/notes):**

**Storyboard:**



**Script:**

**Lexi:** Hi I'm Lexi and we're going to teach you the main points of public speaking and some tips and tricks to get you through your speeches.

**Jadyn:** And I'm Jadyn, we hope these strategies will help ease your anxieties about public speaking.

**Lexi:** Slow down - If it helps, when writing and practicing your speech make marks where you want to remind yourself to take a breath. This is a common problem among people who are not very comfortable with public speaking. Even when a pause for breath might feel like an eternity to you, to your audience it will only feel like a second. Breathing will also help you keep a steady, calm pace and will help you speak clearly so that your audience can not only understand your words but the message behind your words as well.

**Jadyn:** Don't fidget- keep your hands away from your face. If you have long hair consider pulling the front pieces back or putting it up, if that is a problem for you. Don't play with your hair. Don't twist or twirl any jewelry you're wearing. Find one and only one comfortable spot for your hands. Or consider using them while you talk, an appropriate amount to add emphasis on the words you are saying. Try holding a pen or papers if you're having troubles with your hands. Don't sway or continuously move your feet. Just breathe, relax, and don't over animate yourself, but don't look dead and bored with yourself. You have to find your own balance.

**Lexi:** Get to the point - you want to be polite and introduce yourself and have a quick warm up, but be aware that your audience has a limited attention span. According to a study of volunteers at TED TALKS, audiences decide whether they are going to give you their full attention in the first seven seconds. SO, have a strong opening and quickly introduce your topic and get started on it.

**Jadyn:** Remember your manners - Don't forget to say please, thank-you, ma'am and sir as you address your audience

## Key Topic/Step 2: Tips and Tricks

Timeframe: 1:57 - 4:05

Storyboard/Scripting: (media/images/notes):

### Storyboard:



### Script:

**Jadyn:** Define your end goal - explain to your audience in a simple sentence or two what your topic is, and some important points you plan to hit. Also explain to them what message you hope to leave them with

**Lexi** Be a giver, not a taker (offer real value) - people are more likely to listen to and trust a giver instead of a taker. Somebody who teaches them something new and offers real value or inspires them.

**Jadyn:** Use slides as an aid, don't rely on them - a slide show is a great presentation tool to go along with your speech, but you shouldn't rely on that solely, or be reading directly off the screen. You should be able to adequately perform your speech without any tools. Try paraphrasing or give examples, but reading bullet points off a slide is not interesting to anyone and you are not adding anything to what is already written.

**Lexi:** Practice, practice, practice - As it's commonly said, practice makes perfect, except you probably won't be perfect, and that's ok, nobody expects you to be perfect. If you practice your speech it not only helps you memorize your speech but feels more comfortable and confident when you get in front of an audience. Everybody feels awkward when they are speaking in front of people but the more a person rehearses the speech, the more comfortable and confident they sound.

**Jadyn:** Eat well beforehand - Just as they say to do in school before a big test, make sure to have a good breakfast so your not light headed, or have a rumbling stomach. Eating a protein-packed snack before a public speaking engagement boosts your energy, focus, and mood

**Lexi:** Try to meet the audience first - If you can try to take time to have some one-on-one with a few members of your crowd. Also, try to build your own audience profile. Take into consideration who your speaking to, the age of the group, the class, and the demographics. Also, take into account aspects of the audience while you are talking, like if they respond well to jokes, or visual aids.

**Jadyn:** Don't open with an excuse - Don't tell your audience you didn't have much time to prepare, or that you are tired. They don't really care, and it will seem like you weren't as dedicated to the message you are trying to send your audience.

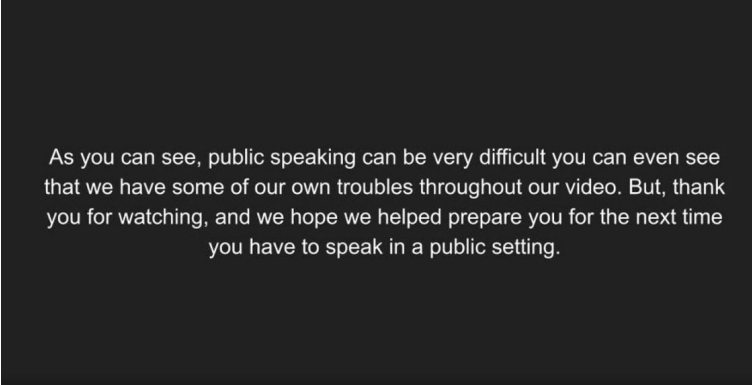
**Lexi:** Instead of apologizing say thank you - If you are late, take a moment to gather your thoughts, or are stumbling through a section of your speech, instead of apologizing, thank the audience for being patient and for their attention.

**Key Topic/Step 3: Conclusion**

**Timeframe:**

**Storyboard/Scripting (media/images/notes):**

**Storyboard:**



As you can see, public speaking can be very difficult you can even see that we have some of our own troubles throughout our video. But, thank you for watching, and we hope we helped prepare you for the next time you have to speak in a public setting.

Unfortunately, we couldn't make it through all of our tips and tricks in the time we had, so here are a few more that we missed.

- Be controversial
- The first mistake takes the pressure off
- Make it personal, tell stories
- Channel nervous energy into positive energy
- Repeat audiences questions
- Reinforce key points
- Use video's, meme's, gifs sparingly
- End early and say thank you
- Make sure your movement is always purposeful and always come prepared.

## Resources

<https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills>

<https://qz.com/460251/eight-tips-on-public-speaking-from-a-mom/>

[blog.hubspot.com > sales > effective-public-speaking-tips](http://blog.hubspot.com/sales/effective-public-speaking-tips)

Dr. Eatherton

Mrs. Kingery

St. Genevieve Library



# Thank you!

Script: N/A

**Summary/Ending** (summary of key learning, next steps for viewer, and call to action for viewer):

**In this video we discuss some main points of public speaking, and some tips and tricks to help the viewer with public speaking. Hopefully, the next time they speak publicly, they can reflect of this video, and remember something useful that can help them.**

**Application or Assessment of Learning:**

**viewers can apply the information in this video, any time they have to speak in front of people, whether that's 300 people or just 2.**

**Source** (If Applicable: cite any published or copyrighted materials used in this video):

<https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills>

<https://qz.com/460251/eight-tips-on-public-speaking-from-a-mom/>

[blog.hubspot.com › sales › effective-public-speaking-tips](https://blog.hubspot.com/sales/effective-public-speaking-tips)

**Additional Notes:**