



# SpainBcn-Programs

Staff Training Week in Barcelona

## Public Speaking in English Syllabus

### Day 1:

- Ice-Breaker and Warming-up
- Setting Objectives and Orientation
- Communicative Icebreakers and Needs Analysis
- Intonation and Emphasis: Using Your Voice Effectively
- Organisational Patterns in Language

### Day 2:

- Understanding, Sequencing, and Presenting Information
- Language focus: The Introduction and First Principle (Ethos)
- Organising the Body of a Longer Speech
- Skills Workshop: Ensuring Coherence

### Day 3:

- Usage of Internal Summaries and Previews
- Language focus: The Second Principle (Logos)
- Being Persuasive
- Language Workshop: Informing Vs. Persuading
- Skills Practice: Adapting to the Audience
- The Third Principle: Pathos-Audience Analysis
- Building an Argument

### Day 4:

- Presentation Skills Using Language Effectively
- Supporting Your Ideas-Taking Questions from the Audience
- Skills Workshop: Delivery Controlling the Non-Verbal Features
- Networking Lunch
- Delivering a Full-Length Speech-Review
- Participant Presentation-Using Visual Aids
- Peer and Trainer Feedback
- Assessment of Learning

### Day 5:

- Review of Learning Objectives
- Dissemination Activities: Participants share their knowledge and skills acquired on the course with colleagues
- 1 to 1 Feedback: Participants have a chance to discuss their progress with trainers and receive individual feedback
- Course Feedback: Participants provide feedback on the course to help improve future programs
- Certificate Presentation: Participants receive certificates for completing the course
- End-of-Course Reception: Participants and trainers celebrate the end of the program