

MASTER MUNICIPAL CLERK ACADEMY SCHOOL FOR CONNECTICUT TOWN CLERKS

Presented by:
Connecticut Town Clerks Association &
Center for Public Policy & Social Research
at Central Connecticut State University

Monday, May 10
8:30 a.m. to 3:30 p.m.
(Registration, coffee/pastry at 8:00 a.m.; lunch at 12 noon)

Public Speaking for Town Clerks

Dr. Ben Sevitch

In a lively session, Dr. Ben Sevitch, Professor Emeritus of Communication at CCSU will take on what he calls the *second most common fear: public speaking*.

Topics will include STAGE FRIGHT - Causes and Cures; DELIVERY - The Most Important Component of Speaking; FOUR WAYS OF GIVING A SPEECH - No More and No Less; USING NOTES - The Right Way and The Many Wrong Ways; INTRODUCTION AND CONCLUSION - What Every Speech Must Have; USING LANGUAGE EFFECTIVELY - Words That Never Should Be In a Speech; IMPROMPTU SPEAKING - The One To Two Minute Speech, using volunteer participants; SPEECH STEREOTYPES TO AVOID - A Funny Thing Happened To Me On My Way Here Today; and FINAL THOUGHT AND WORDS OF WISDOM - It's Miller Time.

Dr. Ben Sevitch received his Ph.D. in Communication from Indiana University, and taught at CCSU for over 20 years before retiring to Emeritus status. He is the author of a textbook on Public Speaking called *Speaking in Public: A Global Perspective*, published in 2005, and has lectured internationally on public speaking.

- **Completion of Session awards 6 hours or 3 MMC points, and CT Advanced Academy*

Location:
Connecticut Room in Memorial Hall
Central Connecticut State University