

## Public Speaking Skills Based on Panel Discussion by Becoming Master of Ceremony

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**Abstract:** Public speaking skills are not easy and everyone has them. So, it must be educated to have these soft skills well. One of the applications of public speaking skills is to become a master of ceremonies (MC). Improving public speaking skills through MC training in English can be the right answer to the problems that occur. This study uses Descriptive Qualitative research methods and uses data collection techniques through practical assignments to become a master of ceremony in a panel discussion in a public speaking course with a total of 36 students divided into 12 groups of 3rd semester students of Muhammadiyah Tangerang university. To obtain the result properly, this study was conducted in two sessions of activities. The first session on 19 December 2023 and the last session on 21 December 2023. In this research, there are several aspects that will be examined to get the results such as voice, communication, eye contact, attitude, microphone technique, and the last is mastering the ceremony. The results of this research were tabulated in table and then analyzed descriptively. The impact of becoming a master of ceremony on panel discussion had brought a positive effect to the student speaking skills because the connection between master of ceremony and public speaking is intense and because master of ceremony must have skills in speaking in front of many people to direct and attract the attention of the audience during the presence of the MC.

**Keywords:** Public speaking, public speaking skill, panel discussion, master of ceremony, MC

### 1. Introduction

Many people would expect to be able to speak to clients or coworkers on a standing basis at work, especially if they are eager to advance into a more senior position. Public speaking is a valuable skill, even though it may feel strange to some of us. speaker has the powerful ability to move an audience to action, alter perceptions, and impart knowledge when they communicate in an interesting way [1]. Public speaking is a valuable and important communication skill in everyday life as well as in various professional fields. A person with good public speaking skills can inspire, influence, and convey messages clearly to their audience.

There are various ways we can practice public speaking skills and convey messages clearly to the audience, one of which is by becoming a master of ceremonies in a panel discussion. Panel discussions are a popular approach to discussing trending topics, fostering productive learning relationships among panelists and participants, and allowing for the exchange of insights and views among a group of people. They are highly effective in events, as they provide a platform for engaging conversations and audience participation through Q&A sessions [2], [3]. Speaking in a panel discussion is a great opportunity to share your knowledge with others in your industry, while positioning yourself as a leader. If you have been selected to speak at a panel, there are several important things to keep in mind, both before and during the event

A master of ceremony (MC) in a panel discussion is responsible for making sure the event runs smoothly, linking the sessions and speakers, and engaging the audience [4]. The MC is not necessarily responsible for guiding the discussion, which is the role of the moderator. However, the MC should be engaged and engaging, constantly thinking about the audience needs, making sure the conversation is meaningful for them, and prepared to inject humor when needed. The MC should also be outcome-oriented, working with the organizer to ask the questions they want asked to get the desired results [5].

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## 2. Related Work or Literature Review

### *Public Speaking Skill*

Public speaking is a form of verbal communication between a speaker and a group of people as an audience in an event or activity. The speaker must be able to convey a clear and effective message to the audience to influence their views, feelings, or actions [6], [7]

According to [8] in his book entitled "Public Speaking Strategic for Success" argues that "*Public speaking is a continuous communication process in which messages and signals circulate back and forth between speakers and listeners*" which gives the understanding that public speaking is a continuous communication process, in which messages and symbols continue to interact between speakers and listeners. It is also mentioned that public speaking is one of the family groups of Communication Science (Rhetoric). In its definition, rhetoric has a similar meaning to public speaking, which is the art of oral communication carried out by a person to a group of people directly face to face as an example of a speech, moderator, MC (Master of Ceremony) and in presentations.

Well, from the explanation of the definition of public speaking that is quite complete above. Of course, we cannot assume that simple speaking techniques will be able to make someone able to influence, master or even persuade others for a certain interest. Therefore, we need and need special effective speaking skills, in the form of attitudes and speaking techniques that are qualified so that we can do it all, both in delivering messages, influencing people, motivating, and so on.

Public speaking skills are soft skills that showcase how well you can speak and engage your listeners [9], [10]. Influential public speakers have the power to persuade, inform, and educate others. It helps you sway opinions, motivate others, and become a natural leader. Mastery of this skill can help you advance your career, increase confidence, improve leadership skills, develop vocabulary, and ensure personal development.

Effective Public Speaking skill encompasses several key elements that contribute to delivering impactful and persuasive presentations. By mastering these elements, individuals can engage their audience, convey their message with clarity, and leave a lasting impression.

Effective public speaking involves various important elements. According to [11] confidence and presence are key to capturing audience attention and building trust. This includes using strong body language, a clear tone of voice, and consistent eye contact. A speaker must also present ideas in a well-organized structure with a logical flow. Memorable speeches usually begin with an engaging opening and conclude with a powerful closing, helping the message stay with the audience.

Another critical factor is the effective use of voice and body language. Speakers who use vocal variety, proper pacing, and expressive gestures are more likely to hold their audience's attention. Visual aids such as slides or props can help clarify complex ideas and support the speech's main points. In addition, good speakers connect with their audience by adjusting their message to fit the listeners' knowledge, interests, and expectations.

Clarity and conciseness are essential in delivering an understandable speech. Using simple, direct language helps the audience absorb and retain information. Good public speakers also show flexibility, adjusting their style based on the audience's reactions or the setting. Storytelling is another powerful tool, allowing the speaker to present messages in a relatable and emotional way, which strengthens audience engagement.

Preparation and consistent practice are the foundation of successful public speaking. Meanwhile, panel discussions offer a different dynamic. They allow multiple speakers to exchange perspectives on a topic, encourage critical thinking, and involve the audience through Q\&A sessions [12]. This strategy promotes learning and reflection. [13], [14] also emphasize that panel discussions are useful for sparking dialogue and exploring different viewpoints in a more interactive format.

The Master of Ceremonies (MC) plays a vital role in ensuring a public event runs smoothly. A good MC needs poise, presence, communication skills, and the ability to think on their feet. They must be prepared, know their event well, and be able to handle unexpected situations. Voice control, microphone techniques, and a confident demeanor are crucial. MCs also need to create smooth transitions between segments and ensure audience engagement. With proper training and practice, anyone with the right attitude can become an effective MC.

### 3. Proposed Method

This research used descriptive qualitative method. This research was conducted during the public speaking course on 19 December 2023 and 21 December 2023 with a total of 12 group participants from 3rd semester students.

The research instrument for this study was a test. Participants were given the task of practicing being a master of ceremonies at a panel discussion. To obtain the result

properly, this study was conducted in two sessions of activities. The first session on 19 December 2023 and the last session on 21 December 2023.

In this research, there are several aspects that will be examined to get the results such as voice, communication, eye contact, attitude, microphone technique, and the last is mastering the ceremony. The results of this research were tabulated in table and then analyzed descriptively.

### 4. Results and Discussion

#### Results

The following table describe the master of ceremony test assessment in session 1.

**Tabel 1. The results of the Master of Ceremony Test Assessment Session 1**

Group	Voice	Communication	Eyecontact	Attitude	Microphone Technique	Mastering The Event
1	3	4	4	4	4	4
2	5	4	4	4	5	4
3	3	3	3	4	3	4
4	5	5	5	5	5	5
5	4	4	4	4	4	4

The table above revealed the results of the master of ceremony test assessment in session 1. From the table above, 1 is the lowest score and 5 is the highest score. The following is a description of the assessment scores.

1 = <60 (Very poor)

2 = 65 – 70 (Poor)

3 = 75 – 80 (Fair)

4 = 85 – 90 (Good)

5 = >95 (Excellent)

From the data above, it can be seen that there are groups whose performance is good and some are still less than others. The group 1 scored fair in the voice aspect, and scored good in the communication, eye contact, attitude, microphone technique, and mastering the event aspect. The group 2 scored excellent in the voice and microphone technique aspect, and scored good in the communication, eye contact, attitude, and mastering the event aspect. The group 3 scored fair in the voice, communication, eye contact and microphone technique aspect, and scored good in the attitude and mastering the event aspect. The group 4 scored excellent in all aspects. The group 5 scored all good in all aspects.

The following table describe the master of ceremony test assessment in session 1.

**Table 2. The results of the Master of Ceremony Test Assessment Session 2**

Group	Voice	Communication	Eyecontact	Attitude	Microphone Technique	Mastering The Event
6	3	3	4	5	5	4
7	5	5	5	5	5	5
8	4	3	3	2	2	3
9	4	4	4	4	3	4
10	4	3	3	4	3	4
11	4	4	4	5	5	4
12	4	4	4	4	4	4

The table above revealed the results of the master of ceremony test assessment in session 2. From the table above, 1 is still same as the table 1, the lowest score and 5 is the highest score. The group 6 scored fair in the voice and communication aspect, scored good in the eye contact and mastering the event aspect, and scored excellent in attitude and microphone technique aspect. The group 7 scored excellent in all aspects. The group 8 scored good in the voice aspect, scored fair in communication, eye contact, and mastering the event aspects, and scored poor in attitude and microphone technique aspects. The group

9 scored good in voice, communication, eye contact, attitude, and mastering the event aspects, and scored fair in the microphone technique aspect. The group 10 scored fair in voice, attitude and mastering the event aspects, and scored fair in communication, eye contact, and microphone technique aspects. The group 11 scored good in voice, communication, eye contact, and mastering the event aspects, and scored excellent in attitude and microphone technique aspects. The group 12 scored good in all aspects.

### ***Discussion***

The result from this study shows that many students have been good and there are still some who are lacking in public speaking in becoming a master of ceremony. Since the finding show that many are good at mastering aspects of master of ceremonies, we can say that being a master of ceremonies can enhance and increase our public speaking skills. Most of the students scored good in attitude and mastering the event. Attitude is important if you becoming a master of ceremony. This results also support with research finding by [15], [16] that an MC must know the attitude and behaviour that must be displayed when presenting an event, according to the event being hosted, whether an official event or a casual event.

The MC's attitude when hosting an official event is different from when an MC hosts a casual event. In an official event, an MC must behave and speak formally both when standing and sitting. whereas in a casual event, the MC behaves and speaks casually and is allowed to occasionally smile or laugh to liven up the atmosphere.

According to the finding, some public speaking skills also relate to aspects of the data examined above, namely gestures or body language that serves to add to the effectiveness of public speaking that must be appropriate and in proportion. This results also support with research finding by [17] who argues that there are several types of body language that must be understood and carried out by public speakers, including the first facial expression, a public speaker, especially the MC, must be able to give the right expression [18]. concerning to this, to the event by controlling facial expressions such as smiling face when greeting the audience. Second, eye contact with the audience, the fear of staring at the audience is due to not daring to make eye contact with the audience present around the event.

The success of an MC in presenting an event must be equipped with basic skills that must be mastered. Basic skills that must be mastered include vocal skills, verbal skills, and visual skills. This is also supported by (Hamama, Kusumaningratri, & Zulfiyani, 2022) opinion that there is a habit of someone to quickly finish their conversation, so the words are spoken quickly and unclearly. For an MC, every word spoken must be clear, so that it is easily understood by the audience. These abilities are the main key to the success and failure of the MC in presenting an event successfully. and these skills are also an aspect of assessment in this study.

All basic aspects of the master of ceremony assessment are also supported by [19] opinion that to be a good host, certain conditions are needed, including having an attractive appearance in accordance with the soul of the event, having high self-confidence, having good and correct language skills, having a characterful voice color, microphonic, good vocal exercise, knowledgeable, cheerful soul, and knowledge of event design and protocol.

### **5. Conclusion**

From the results of the activity increasing the public speaking skill based on panel discussion by becoming a master of ceremony, it can be concluded that being a master of ceremonies can enhance and increase the public speaking skills of the participants. This can be proven by the most of the students scored good in attitude and mastering the event which is very important for being a master of ceremony. The impact of becoming a master of ceremony on panel discussion had brought a positive effect to the student speaking skills because the connection between master of ceremony and public speaking is intense and because master of ceremony must have skills in speaking in front of many people to direct and attract the attention of the audience during the presence of the mc.

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