

HYLC 2016
Communicating
Effectively



Introduction

At any Model United Nations, you have the task of representing the interests and ideas of a different nation. At HYLC, you will be tasked with doing the same. You can do this through a number of ways, the most notable being speaking. Public speaking is one of the most valued skills that you will develop during your time at the conference.

During the committee sessions, you will get a number of opportunities to address your fellow delegates and convince them of your country's stance and proposals. This guide will go through tips and tricks on speaking in and out of debate, as well as how to communicate effectively throughout the conference.

Preparing a Speech

When you are preparing a speech, you may choose to jot down bullet points or write it out word for word. Beware that writing the speech out in full is very time.

Many delegates prefer to list points and a few key phrases, to look back at during their speeches. It is also recommended that delegates pay attention to other speeches, for facts or opinions that may be reference in your own speeches. Listening to other delegates' speeches also helps you find out factual inaccuracies in the speeches of the delegates that you can bring out in the form of a Point of Order.

This is also an effective way of informing the committee on which delegates you agree or disagree with.

Generally speeches can be used to elaborate on ideas being discussed, introduce new ones, support your allies' positions and/or scrutinize opposing positions. However it is most important to note, that each speech should be directly relevant to what the committee is discussing. Speeches, which are off topic, will be interrupted, and may lead to censure.

Using the Speakers List

During formal debate, delegates are invited to add their names to the Speakers List. The order, in which the Committee Chair calls them out, is the order in which the delegates make their speeches. Delegates can only be on the Speakers List once at any given time, but can re-submit their name to the list once they have finished speaking.

It is highly recommended, that delegates add themselves to the Speakers list as soon as they can, and as often as they can. You shouldn't be hesitant to put your name on the list, because

you don't know what you will say. By the time, your turn comes you will have had time to prepare and there will have been plenty of issues that have been raised.

The general speaking time in the speakers' list is for 90 seconds. This can be extended if the committee deems it to be insufficient.

Opening Statements

All speeches usually begin by acknowledging your Committee Chair. After thanking your Chair, you should provide a brief history of your country's dealing with the issue being discussed, as well as how it is currently affecting your country.

You should then provide your country's position on the issue and any concerns you have. It is also useful to mention how this position may be similar or different to some of the other delegates, especially those representing your regional bloc or the major powers.

It is also important to mention your ideas and objectives that your country would like to see happen. This will inform other delegates of your proposals as well and encourage them to work with you.

Yielding

Yielding is a type of strategy in debate, which if used effectively can help boost the support of you and your bloc. You can only use yields in substantive speeches (i.e. Speakers Lists, not Moderated Caucus) and there is only two yields per speech. There are three different types of yields, which you may make.

- **Yield to Questions:** When you yield to question the Committee Chair will open up the floor to delegates. Delegates may ask one question, which you will have the opportunity to respond to. The delegate cannot ask follow up questions. This type of yield is most favorably looked upon by Committee Chairs.

- **Yield to another Delegate:** When you yield to another delegate, the delegate takes the floor and is able to address the committee. This is an effective yield to give to an ally who will be able to support your argument.

- **Yield to the Chair:** With this yield, you resume your seat and the Committee Chair will proceed to the next speaker or motion.

Tips

Preparation is important. If you are not comfortable reading a speech without notes, you might want to write down the main points so you can learn to be comfortable speaking without written speeches. It is also recommended that you go over specific terms that are unfamiliar to you, so you don't have to worry about pronouncing them during the speech.

Rehearsing your speech is the best way to perfect your skills in public speaking. You can practice in front of your sibling, teacher, friend or your delegation. It is a good idea to practice

in front of someone else and ask for constructive feedback. You should accept this feedback graciously and use it to improve your public speaking.

Project your presence when you are speaking. You want to be able to connect with the audience and get their attention. A good pace, posture and eye contact can help in maintaining their focus.

Make sure you are being relevant and to the point! While there are a lot of opportunities to speak, you will get short amounts of time for each speech. It is good to be concise so you don't lose your main argument with other details. It is better to have time remaining, then to go over. Be positive. Delegates are more likely to support and work with you if you provide suggestions and can back up your arguments, instead of simply criticizing the opposing view.

A good speech is a memorable speech. When delivering your ideas, you should be confident and strong.

First impressions are also lasting, and it's important to make your first few speeches being confident in your preparation, ideas you're your ability to communicate. Avoid showing any signs of fear, stress, doubt, anxiety or nervousness.

Caucusing

Caucuses are a crucial part of Committee Debate, as it gives you the opportunity to collaborate, negotiate and formulate your solutions.

- **Moderated Caucus**

In a Moderated Caucus, your Committee Chair will call on one delegate at a time, to speak briefly to the committee on the assigned topic. This is normally only a 60 second speech, although it can be up to 2 minutes long, depending on the Committee Chair. Similar to the Speakers List, use this opportunity to speak as often as you want and respond to concerns raised by other delegates.

It is important that your speech in the moderated caucus is relevant to the topic of the caucus. Just because you have a speech ready in another topic does not mean you should use it in a moderated caucus discussing something entirely different. It is best you save that speech for the speakers' list and prepare something on the topic at hand.

Also, you may use your speech to criticize another delegate's speech or stance. But remember that merely attacking a delegate or a bloc does not win you the debate. State your criticism and give a better solution or alternative to the problem that the council is facing with regard to the topic.

Thus, be prepared and speak relevant.

- **Unmoderated Caucus**

During an unmoderated caucus, delegates are free to talk to whichever delegate or delegates they wish.

This is the best opportunity to find your allies, negotiate on your viewpoints, form a bloc, come to a consensus, and write documents.

Bloc: One of the first objectives of an unmoderated caucus is to meet up with other delegates who share similar viewpoints to you. The easiest way to find countries with similar policies as you is to see members of your regional bloc. However, it is possible that the rest of the bloc, in which case you are able to find a different bloc, does not support your country's stance on the issue!

Once you have a bloc, it is also a good idea to talk to delegates in other blocs. You may find other delegates who have similar ideas to you and also will help you identify the position of each bloc.

Share ideas: This is the best chance to share your ideas with other delegates quickly and effectively. Let other delegates know the ideas your country wants to implement and listen to other delegates' ideas as well. This is also the only time you can get a chance to have one-on-one conversations so speaking to individuals or smaller groups, is a good way of trying to get their support for your ideas. You might also find that you have to negotiate with delegates on certain ideas, in order to get a group consensus.

Establish a consensus: While it takes a lot of time to figure out the specific solutions that you and your allies want to propose in working papers and resolutions, it is a good idea to establish a consensus or stance on the general topic, as early as possible. This will be useful for your bloc when addressing the rest of the committee.

Formulating ideas: As you begin getting the specifics of the ideas proposed in your bloc, you want to start writing them down. This will form the basis of your working papers and draft resolutions.

Tips:

Show respect: It is very important to show respect towards your fellow conference participants. In particular, you should not try and boss other delegates around or be rude to them. Be polite and courteous at all times. You should also listen to other delegates and refrain from interrupting, as a sign of respect.

Time management: Unmoderated caucuses can lapse very quickly. It is important to make sure you use your time wisely in hearing everyone's ideas and then discussing them in moderated debate. Arguing or trying to convince someone for long periods of time, will negatively affect your progress.

Remain calm: Things can get quite hectic in Unmods! (Trust me, you'll always have two or three delegates having a battle of words). Staying calm will help you be more effective, but also attract other delegates to listen to you. Refrain from being too loud or yelling. If you find things are very intense for you to stay calm, it is okay to take a break for a few minutes.

Make sure that you use the time given to you to speak fruitfully.



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