

Public Speaking Workbook



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Foundations of a Good Speaker

Good communication is never perfect, and nobody expects you to be perfect. You can be a great speaker with time, patience, and practice.

1. **Prepare before the speech:** Good public speaking is 90% preparation and 10% inspiration. Don't hesitate to write notes.
2. **Be yourself:** Audiences relate to genuine speakers.
3. **Remember the B's:** Be on time. Be prepared. Be flexible. Be passionate.
4. **Don't forget to practice:** Very few people can "wing it." Don't forget to re-visit your notes before your speech.
5. **Be clear and concise:** A successful talk means having a clear understanding of what your audience wants and clarity on what your call to action is.

Building Good Speaking Habits

Have Courage! Build Freedom not Fear

- Fear is present when we are obsessed by "what will they think of me?"
- Freedom comes when we become obsessed with "what do I have to give them?"

The 3P's of Public Speaking

Prepare – Start Off Strong

- 1) **Understand your audience** – Know who you will be talking to: what are they interested in, what do they know, and what are their needs.
- 2) **Set clear objectives** – What are the takeaways you'd like your audience to gain from your speech. What are you advocating for?
- 3) **Structure your speech** – Write down what you'd like to say as a script that you can utilize.

Practice – Rehearse!

- Rehearse, Rehearse, Rehearse. The more times the better. The best rehearsal is one that is done out loud, as if you were really doing it. Stand up, pretend there is a room full of people and deliver it as accurately as possible.

Present – Show Up as Best as You Can

- Choose comfortable clothes to wear, bring a water bottle, and arrive early so you can relax.
- Stand (or sit) in a comfortable position that you can maintain while talking
- Look up! Make sure to look out into the audience. You can make eye contact with individuals, or you can scan the room.
- Project your voice: make sure the people at the front, middle, and back of the room can hear you.
- Be patient: don't rush through the presentation. Try to make sure that you are well paced and breathing during the speech.

A Successful Speech

Start Strong	Keep Momentum	Finish Strong
▪ Grab attention ▪ Be Confident ▪ Don't rush ▪ Look out into the audience and look for anchors ▪ Smile ▪ Breathe deep	▪ Hit all your points ▪ Follow your notes while speaking ▪ Have strong transition between points	▪ Circle back to opening ▪ Summarize your message ▪ Remind of takeaways ▪ Have a clear big idea or call to action ▪ Close with 'thank you'

Supporting A Good Delivery

Bring Notes/Speech

- If using cards, keep in mind...
 - three or four points per card
 - to help you stay organized, you can use different cards or different colour cards for different parts of your speech
- If printing your speech...
 - use at least 16pt to 18pt type, bold face, double space between lines, wide margins and easy to read font.

Bring Water & Other Things You Might Need

- Bring water for you to sip on or drink before or during your speech, bring tissues if you have a runny nose, and don't forget your glasses if you need them!

Be Early

- Arrive as early as possible so that you can relax, get a good look at where you'll be speaking, and go to the washroom beforehand.

Be Confident

- Be confident that you have practiced and are prepared.

Being a Good Audience Member

Active Listening

Active Listening means being deeply engaged in and attentive to what the speaker is saying. Your goal as an active listener is to truly understand the speaker's perspective (regardless of whether you agree). Great speakers are great active listeners!

Tips for Active Listening

Do's	Don'ts
▪ Listen more than you talk ▪ Let the speaker finish before you respond ▪ Remain present and attentive to what's being said ▪ Be aware of your own biases ▪ Give verbal and nonverbal messages that you are listening (e.g. nodding, looking at the speaker while they are talking) ▪ Listen for both feelings and content ▪ Give your full attention to the speaker ▪ Leave space for silence ▪ Ask open-ended questions at the end	▪ Dominate the conversation ▪ Interrupt the speaker – hold your questions and comments until the end ▪ Finish the speaker's sentences ▪ Jump to conclusions ▪ Respond with blaming or accusatory language ▪ Tune the speaker out ▪ Become argumentative ▪ Demonstrate impatience or multitask ▪ Mentally compose your responses about what to say next ▪ Listen with biases or shut out new ideas

Breathing Exercises

Focused breathing techniques to help reduce anxiety before and during a speech.

The Zero – Ten Exercise

Count very slowly from ten down to zero, one number for each breath. With the first breath, you say "ten" to yourself, with the next breath, you say "nine", etc. When you get to "zero", see how you are feeling.

The 5-in\5-out Exercise

Inhale deeply through your nose, as far as you can slowly counting to five as you do so. Then, exhale through pursed lips, pushing the air out, counting to five as you do so.

The In and Hold Exercise

Inhale through the nose. Pause for a few seconds (i.e. hold your breath gently). Exhale, through the mouth. Pause again for a few seconds. Do this for several breaths.

Relaxation Techniques

Three ways to relax your nerves before a talk:

Mental | Get yourself in the right frame of mind

- Remind yourself the audience wants you to succeed
- Recognize that you have been selected for a positive reason
- Develop small, personal positives affirmation and repeat them often

Physical | Take care of your physical reactions to stress

- Practice breathing techniques
- Learn to “unwind” your body from the top down
- Be quiet and focus all your energies before you begin
- Use the restroom and freshen up before your speech
- Get rid of dry mouth by having water close by and drinking before speaking

Emotional | Understand “triumph vs disaster”

- Imagine the audience enjoying your talk before starting
- See yourself looking great, feeling great, doing great
- Remind yourself that you have come through many more challenging things, you’ve succeeded and survived!
- Be proud of yourself that YOU are making this presentation
- Stand up and stand proud – the perception of confidence is key
- Show respect for the audience and for yourself