

## **SPEAKING WITH CONFIDENCE VIDEO ~ 24 minutes total**

**\*\* almost everyone bound to feel at least a little nervous!**

- even celebrities, politicians, etc fear of public speaking!

**#1 Fear is public speaking!**

Becoming a confident speaker has a lot to do with preparation!

Organize/Rehearse/Present (ORP!)

Classroom to business - - public speaking important!

### **STEPS TO PREPARE:**

1. select a topic
2. gather info
3. create ref cards
4. org on cards
5. rehearse
- 6 present

**\*\* Knowledge of topic means you will be able to focus on presentation!**

**\*\* Start early and review often so you can feel comfortable with the topic!**

**\*\* Higher interest - more enjoyable research!**

**\*\* Do NOT write out speech word for word and try to remember!**

**\*\* All info you need is already in brain/on note cards!**

NOT planning to READ your speech!

COMMUNICATE IDEAS instead of reading!

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### **SIGNAL OUTLINE**

Words/ideas to "signal" your brain!

**INTRO**

**BODY - PLAN THIS FIRST!** Easiest part to do!

Organize MAIN facts in the order you want to say!

**CONCLUSION**

### **SAMPLE SIGNAL OUTLINE (5:35)**

#### **I. How to put on scuba diving equipment**

##### **A. Fins**

1. Easier when wet
2. Show putting them on

##### **B. Mask and Snorkle**

1. Defogging mask procedure
2. Position snorkel on mask
3. Seal mask on face
4. Snorkle as safety device

##### **C. Regulator**

1. define as breathing apparatus

2. show parts
3. how it works
4. attach to tank

#### D. Tank

1. Weight
2. Volume
3. Air supply gauge

\* Rest is in your head; if not, choose another topic or do more research!

### **INTRODUCTION**

\*\* Most important b/c this is to get the attention of your audience!

Need to get your audience to WANT to listen to your speech

\*\* Attention getter!

\*\* **NEVER** start with title/topic sentence!

\*\* like fishing - - LURE them in! Make them wonder; get them close to take the bait, then "reel them in"

#### THREE PARTS of FUNNEL (INTRO)

**BAIT** - - attention getter; broad general and creative statement that does not give away or mention your topic! Make audience wonder what it will be about! "There's a mysterious world out there that you can visit....."

**LURE** -- development of attn getter...narrow down to get to main topic! "You don't need a magic potion,.....this mysterious world is the ocean, and you can be part of it by learning to scuba dive!"

**HOOK** -- topic sentence....main objective "Today I'm going to show you how to put on scuba gear."

### **CONCLUSION** - shortest part!

- - BRIEF summary; repeat key ideas
  - -concluding sentence! (tie it back to intro!)
  - wrapping a present - tie package together with the ribbon!
  - -will let audience know that there is nothing left to say! Should NOT need to say, "the end", "I'm done", "that's all", etc....
- "Now you know how to put on scuba gear; first.....I also explained.....discover the mysterious world of the ocean, learn to scuba dive."

**FREEZING!** Speakers aren't afraid of the speeches....they are afraid of giving them! Now that the speech is prepared, it's time to prepare YOU!

Cause of stage fright - bad past experience!

Snowballing (each time gets worse!) Plan to have it bad.....each future event gets worse than the one before!

Attitude about audience

Attitude about self (afraid of making mistake or making a fool of self)

"If you think it....it will be!" STOP focusing on these negative things!

### CHANGE YOUR FOCUS:

Need to train and practice; just like you need to do for any skill!

Seeing is believing! Picture yourself already doing the speech...happy, confident....already happening in your mind! Think about it as often as possible to erase the OLD negative pictures!

Video tape! Stop it....tape over the previous negative experiences!

Use laughter to make you enjoy the video you re-create!

Self talk - short sentences to say over and over....all in the positive and present as it's already happening! I am very confident...calm, cool, collected...my audience wants to hear what I have to say.....

\*\* Your mind believed the negative...get it to believe the positive!

FEAR: False Expectations Appearing Real!

\*\* ADD VISUAL AIDES to use during speech! Give YOU and YOUR AUDIENCE something different to focus on during your presentation!

- design large enough for all to see
- as few words as possible
- use color and pictures as appropriate!
- charts, graphs, objects, etc...should ADD to content; heighten audience interest! Should NOT cause distractions!

REHEARSING: Goal is NOT to share a bunch of well organized words....but to COMMUNICATE the concepts!

Practice the first time....focus on ideas you are communicating

Practice a second time.....no worries on the words you are using...focus on the IDEAS you want to communicate!

Practice a third.....fourth....fifth.....time!

When you present.....your brain will already know the IDEAS!

This may be the 6th dif't way you used words! BUT the concepts will be clear!

Spend rehearsal time on the IDEAS and not "memorizing" the "speech"

### ACTUAL PRESENTATION

- things to avoid while you are sharing! don't want to distract them! help them focus!
- excess energy habits! No chewing gum; twirling hair; rock on toes/heels....
- ask someone else to watch your practice; video tape and watch it!
- index cards allows for EYE CONTACT with audience! They want to feel a part of it!
- look around to include everyone!
- **SCAN** to right and left just above heads - gives illusion you are looking AT them!
- speak **clearly**! And **LOUD** enough for all to hear!
- open mouth wider when you talk to be sure you don't mumble; clear/separate words!
- lungs like bagpipes; need air to speak!

- verbal pauses (errmmm....uhhh.....well uh....you know....)
- use **SILENCE** instead of unnecessary words! concentrate on NOT using them during practice; then you won't use them when you speak!

WHILE WAITING:

## GETTING FOCUSED....TECHNIQUES

### Other openers/attention getters!

Story (fish seeing a scuba diver for the first time!)

Startling statement (there is a sport that can kill you if you are not prepared! But it's as easy as walking if you ARE prepared!)

Quotation: If man were meant to live with the fish, he would have been born with fins and gills.....this may have been what Jacques Cousteau first heard when he was creating the first aqua lung....

History of your topic

Ask a question - did you know that for thousands of years people have dived under water in search of food, to gather pearls and sponges w/o diving equipment?

Humor - puppet show with fish and person swimming along; up comes "Jaws" shark to eat them!