

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: (2:19)

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!

SIGNAL OUTLINE (4:35)

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

INTRODUCTION

- ** Most important b/c this is to get the attention of your audience!
- ** Attention getter!
- ** NEVER start with title/topic sentence!
- ** like fishing - - LURE them in!

THREE PARTS of FUNNEL:

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!

LURE -- development of attn getter...narrow down to get to main topic!

HOOK -- topic sentence....main objective

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....

FREEZING! Speakers aren't afraid of the speeches....they are afraid of giving them!

Cause of stage fright - bad past experience!

Snowballing (each time gets worse!)

Attitude about audience

Attitude about self (afraid of making mistake)

"If you think it....it will be!"

STOP focusing on these things!

CHANGE YOUR FOCUS:

Need to train and practice!

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!

(15:15)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: Not 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!

ACTUAL PRESENTATION

- things to avoid while you are sharing!
- excess energy habits!
- ask someone else to watch your practice; video tape and watch it!
- index cards allows for EYE CONTACT with audience!
- 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!
- verbal pauses (errmmm.....uhhh.....well uh....you know....)
- use SILENCE instead of unnecessary words!

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!