



**Discover Your Confidence**

Find the right words, and your audience will find you!

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**Are you afraid of public speaking?**



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**Effective Public Speaking Techniques**

1. Your topic
2. Beginning your speech
3. Organizing your speech
4. Concluding your speech
5. Using body language
6. Preparation and practice
7. Controlling your fears

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### 1. Your Topic, the most important part of your presentation

- Select a few main points
  - Use examples, stories and anecdotes

I just need the main ideas



- Try to make it fun and memorable
- Use visual aids if possible, they re-enforce the verbal message
- Have a plan "B"

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### 2. Beginning your speech

- You can ask a question to bring everyone in
- An impacting statement
- Something to make them think




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### 3. The organization of your speech



- A defined opening, body, closing
- Smooth transitions
- Chronological order
- Follow the outline
- Close with a summary

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## 4. Concluding your speech

- Use a quotation
- Tell a short story or anecdote
- Call for action
- Ask a rhetorical question
- Refer to the beginning of the speech
- Summarize your main points
- Memorize your conclusion

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## 5. Body language



- Movement
- Gestures
- Facial expressions
- Eye contact
- The tone of your voice
- Be natural, be yourself

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## 6. Practice as many times as necessary

- Practice, practice, practice
- Memorize as much as you can
- Visualization




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## 7. Controlling your fear

- Breathing
- Smiling
- Focusing




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## 7. Controlling your fear

### MANAGING ANXIETY

- Practice in front of a mirror
- Rehearse in front of family and friends
- Deliver a speech before your Toastmasters club
- Give presentations before other groups, anywhere you can

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## SUMMARY

1. Your topic
2. Beginning your speech
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## VIDEOS

1. **Body Language:** <https://www.youtube.com/watch?v=wmjGz4PS6sl>
2. **The face:** <https://www.youtube.com/watch?v=x-4AwcaJkrQ>
3. **Note cards:** <https://www.youtube.com/watch?v=-BKg3iOBB9k>
4. **Visualizing Success:** <https://www.youtube.com/watch?v=26inm7aNaJ>
5. **Great Speech Demonstration:** <https://www.youtube.com/watch?v=ny2XaSTgq-0>
6. **Tips for Building Your Vocabulary:** <https://www.youtube.com/watch?v=idGqDEjmGhM>
7. **How to Write a Speech : Using Action Verbs:** [https://www.youtube.com/watch?v=shV-z\\_yBrS3s](https://www.youtube.com/watch?v=shV-z_yBrS3s)
8. **How to Write a Speech : Using Concrete Words:** <https://www.youtube.com/watch?v=5-TRX0M05No>
9. **How to Write a Speech : Using Transitional Statements:** <https://www.youtube.com/watch?v=s8S3K9QFTK4>
10. **How to Write a Speech : Speech Transitional Statements:** [https://www.youtube.com/watch?v=a9o\\_Vr3iTFc](https://www.youtube.com/watch?v=a9o_Vr3iTFc)
11. **How to Write a Speech : Speech Conclusion:** <https://www.youtube.com/watch?v=4xTqFRqonR0>
12. **How to Write a Speech : Speech Conclusion Demo:** <https://www.youtube.com/watch?v=rHk0Yb5qLk>

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