

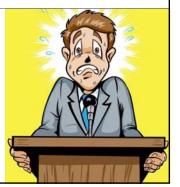
#### **Discover Your Confidence**

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

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# Are you afraid of public speaking?





## 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



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

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



 Try to make it fun and memorable

· Use visual aids if possible, they re-enforce the verbal message

Have a plan "B"



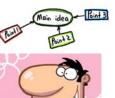
#### 2. Beginning your speech

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





#### 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



#### 5. Body language

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



### 6. Practice as many times as necessary

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





#### 7. Controlling your fear

- Breathing
- Smiling
- Focusing





#### 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



#### **SUMARY**

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#### **VIDEOS**

- 1. Body Language: <a href="https://www.youtube.com/watch?v=wmi/Gz4PS6sl">https://www.youtube.com/watch?v=wmi/Gz4PS6sl</a>
  2. The face: <a href="https://www.youtube.com/watch?v=BKg3lOBB9k">https://www.youtube.com/watch?v=BKg3lOBB9k</a>
  4. Visualizing Success: <a href="https://www.youtube.com/watch?v=BKg3lOBB9k">https://www.youtube.com/watch?v=BKg3lOBB9k</a>
  5. Great Speech Demonstration: <a href="https://www.youtube.com/watch?v=my2XsSTgg-0">https://www.youtube.com/watch?v=idgn0EjmGhM</a>
  6. Tips for Building Your Vocabulary: <a href="https://www.youtube.com/watch?v=idgn0EjmGhM">https://www.youtube.com/watch?v=idgn0EjmGhM</a>
  7. How to Write a Speech: Using Concrete Words: <a href="https://www.youtube.com/watch?v=5TRX0MGSNO">https://www.youtube.com/watch?v=5TRX0MGSNO</a>
  9. How to Write a Speech: Using Transitional Statements: <a href="https://www.youtube.com/watch?v=ss85xlQOETRK4">https://www.youtube.com/watch?v=ss85xlQOETRK4</a>
  10. How to Write a Speech: Speech Conclusion: <a href="https://www.youtube.com/watch?v=rkiGYb5gfl.k">https://www.youtube.com/watch?v=ss85xlQOETRK4</a>
  11. How to Write a Speech: Speech Conclusion: <a href="https://www.youtube.com/watch?v=rkiGYb5gfl.k">https://www.youtube.com/watch?v=rkiGYb5gfl.k</a>
  12. How to Write a Speech: Speech Conclusion Demo: <a href="https://www.youtube.com/watch?v=rkiGYb5gfl.k">https://www.youtube.com/watch?v=rkiGYb5gfl.k</a>