

SPEAKING WITH CONFIDENCE

Pub.Library video: VC 808.51 SPEA

Main stages:

1. ORGANIZE
2. REHEARSE
3. PRESENT

Main parts:

1. Intro
2. Body
3. Conclusion

Work on body first.

ORGANIZING

1. Select topic
2. Gather info
3. a) Create reference (palm-) cards
b) organize key-words on them (= Body)
4. Create introduction
5. Create conclusion

TOPIC

If your choice: one you know well, or are interested-in
Start early, review often.

BODY

Main facts, in order.

Counterproductive to write it out in full. Trust key-words (and rehearsal) to prompt the memory.

INTRO

Attention-getter (lure)

Broad, general, creative statement (/question) which doesn't give topic away.

Next sentence leads toward topic; third is the topic.

Video example:

"There's another wondrous world, just waiting for you.

It's not extra-terrestrial, nor even terrestrial. It's beneath the waves, and your passport is SCUBA. That stands for Self-contained Underwater Breathing Apparatus - which I just happen to have here."

CONCLUSION

1. Brief summary
2. Concluding sentence

showing nothing more to come.

It could 'tie- back' to opening statements. Here, perhaps:

"Now you know the secrets of SCUBA, come and earn your passport to the deep. Yes, you'll need safety-training, but a small price for this wondrous other world."

REHEARSAL

1. Practise (~5x) with note-cards
2. Concentrate on ideas (don't worry about remembering words)
3. Exaggerate opening mouth (if inclined to mumble)
4. Watch for spoken pauses
5. Get a friend to watch (or video) latter stage, esp. for visual distractions (nervous mannerisms).

CONTROLLING NERVES ('Stage-fright')

Most people are afraid of:

1. Looking foolish
2. Making mistakes

– in front of a group.

This conjures-up negative images, which amount to self-fulfilling prophecies, especially if has happened before.

However, it's well-recognized that the sub-conscious will displace doubts with positive alternatives, if presented often enough.

Tactics:

1. Include visual aids
 - Gives something to focus on:
 - a) for you, besides audience
 - b) for audience, besides you
2. Visualize success ("Seeing is believing")
3. Positive self-talk ("If you think it, it will be")
present-tense
4. Memorize opening sentence
5. (awaiting cue) Physical de-tensioning:
 - a) tense-relax: shoulders, arms, fists, forehead, jaw, thighs (push feet down)
 - b) fill lungs, exhale slowly

DELIVERY

1. Poised start:
 - a) Don't rush it (deep breath, scan audience)
 - b) Balanced stance (don't lean-on or grab furniture)
 - c) Don't gesture at first unless comfortable with it
2. Cards allow eye-contact
(if shy, look slightly aside [ears, mouth, hair]
otherwise, hold for long enough to tell eye-colour)