

"The best way to sound like you know what you're talking about is to know what you're talking about."
- Harvey Mackay

Public Speaking Pointers

A 60-minute Webinar

WHO, ME? SPEAK IN PUBLIC??

- 1) In a study done by Bruskin-Goldring, _____ of the respondents feared death. _____ said they feared public speaking!
- 2) What thoughts come to mind when you think of standing in front of a group of people, all eyes on **YOU**?

"The great pleasure in life is doing what people say you cannot do." Walter Bagehot, English economist and journalist

WHY WOULD ANYONE WANT TO SPEAK IN PUBLIC??

- 1) What are some reasons someone might want to become a better public speaker?
 - To grow _____
 - * To build _____
 - * To gain a sense of _____
 - * To build _____
 - To grow _____
 - * May lead to _____
 - To overcome _____
 - To _____ someone else
 - To make someone _____ of you
 - To become better at _____ thoughts
 - To learn how to present _____ more clearly
 - To learn how to make _____ material more interesting
- 2) Why do **YOU** want to speak in public? _____

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3) Why are you attending this workshop? ***What are your obstacles?***

BECOMING A "FEAR FIGHTER"

1) What signs of fear happen to ***you*** when you speak before a group of people?

2) One of the best things you can do to prepare for speaking in public is to _____.

- _____
- _____
- _____
- _____

3) Make speaking a _____ experience.

"He who fears something gives it power over him." Moorish proverb

THE NUTS & BOLTS OF PUBLIC SPEAKING

1) _____ makes _____.

2) Speak about something you _____.

3) Practice _____.

4) Adhere to the Boy Scout motto: "_____."

5) Do your _____.

- Who are you talking _____?
- How _____?
- _____ and _____?
- What kind of _____ are you speaking to?

- _____ of attendees?
- Average _____ of audience?
- What _____ is expected by your host?
- What _____ has the group faced?
- What will the group be doing _____ and _____?
- What do you have in _____?
- What do you need to _____ to them?
- What _____ can you give them?
- What do you want the _____ to be?

6) What does your audience expect?

- _____
- _____
- _____
- _____
- _____

WHAT MAKES MY PRESENTATION A SUCCESS?

1) Do you want your speech to be _____ or _____?

2) A good speech involves _____,
 _____, and _____ ideas.

- a) an _____ intro
- b) well-supported _____ points
- c) the points are _____
- d) the points are _____

- e) the _____ provides a summary
 - f) the end is a _____/impacting statement
 - g) the overall delivery is _____
 - h) the presentation is _____ to listen to
- 3) An effective speech involves thorough analysis of this audience and their _____.
- 4) _____
 + _____
 = _____
- 5) Don't forget the _____ aspects of your presentation:
- a) Don't make _____ out of your presentation.
 - b) Be careful of the _____ you use.
 - c) Don't use all _____.
 - d) _____ pointers can be distracting.
 - e) _____ should usually be left off.
 - f) Leave visuals up as _____.

WHAT SHOULD I TALK ABOUT?

- 1) What are you _____ at? _____
- 2) What is _____ to you? _____
- 3) What _____ you? _____
- 4) What _____ have you had? _____
- 5) What would **you** like to _____ about?



IT'S MY CHOICE!

What will I do differently as a result of what I've learned today? What has given me "food for thought?"
