



Public Speaking Pointers

A 90-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) In a 1995 Book of Lists (David Wallechinsky, Little, Brown, 1995), the _____ was speaking to audiences.
- 3) 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

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2) Remember that others have _____ with public speaking!

3) Why do **YOU** want to speak in public?

4) Why are you attending this seminar? **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

A Self-Assessment

- _____ 1) I will be more effective if I memorize my presentation.
- _____ 2) The best speakers speak "off the cuff" with no preparation.
- _____ 3) Starting with any joke is always effective.
- _____ 4) If I feel nervous, I must not be a good speaker.
- _____ 5) I should have my entire presentation on notes in front of me.

- _____ 6) Gestures should be avoided – they distract the audience.
- _____ 7) I should focus all my attention on my notes so I don't lose my place.
- _____ 8) If there are other speakers, I'll just focus on what I'm saying.
- _____ 9) My presentation is what matters; my appearance is unimportant.
- _____ 10) Practicing my presentation too much will make it stale.
- _____ 11) I try to avoid eye contact so it doesn't look like I'm playing favorites.
- _____ 12) I need to make sure there are no pauses or periods of silence in my presentation.

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?

- _____
- _____
- _____
- _____
- _____

7) Remember that every communication situation has four components:

- a) _____
- b) _____
- c) _____
- d) _____

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:
- Don't make _____ out of your presentation.
 - Be careful of the _____ you use.
 - Don't use all _____.
 - _____ pointers can be distracting.
 - _____ should usually be left off.
 - Leave visuals up as _____.
- 6) Take care of your _____.
- Watch your _____.
 - Keep your voice _____.
 - "_____."
 - Don't _____ your voice.

WHAT SHOULD I TALK ABOUT?

- What are you _____ at? _____
- What is _____ to you? _____
- What _____ you? _____
- What _____ have you had? _____
- 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?"
