Public Speaking
Without
Fear and Anxiety
Solutions For Anxiety
"Why Do I Feel So Nervous?"

10 Worst Fears In America

1. Speaking Before A Group
2. Heights
3. Insects and Bugs
4. Financial Problems
5. Deep Water
6. Sickness
7. Death
8. Flying
9. Loneliness
10. Snakes

The Fight Or Flight Response
Things To Remember: 7 Steps

1

2

3

4

5

6

7
The Three Things To Guarantee Success

• Prepare

• Rehearse

• Practice
Plan A Powerful Presentation
Four Types Of Presentations

- Script
- Memory
- Impromptu
- Extemporaneous
Nine Simple Steps:
Step #1
Know Your Purpose

• What is my commitment to the audience?
  I am here to ...

• When it's over, what do I want the audience to ...
Step #2
Create a Close
This should be a call to action

- Design an Ending
- Review
- Anecdote
- Challenge
- Story
Step #3
Design the Opening
This should capture attention and create interest and excitement

1

2

3

What about ...
Step #4
Outline the Body
State your case and support with evidence

• I-Brainstorm Main Points
  o How Many?
  
  o The B.A.I.R. Test
    B
    A
    I
    R

• Sub-topics
Step #5
Add Spice
To Create Excitement and Keep the Audience Engaged

Spice that involves one of these will keep your audience involved:

MONEY
LOVE
FAME
FEAR
OPPORTUNITY
HEALTH
GOOD NEWS
BAD NEWS
Step #6
Visualize
To clarify information and enhance the presentation and your credibility

• WHEN TO USE VISUAL AIDS
  • 1
  • 2
  • 3
  • 4

• NEVER USE WHEN...
Step #7
Tailor to the Audience
To empower the audience

What To Know About The Audience .... (In Advance!)

1. Who?
2. Interest?
3. Sex?
4. Age?
5. Expectations?
6. Attitude?
Step #8
Make Cheat Sheets
To Maintain Focus

"Fast Food" For the Eyes

- Index Cards
- 8 ½ x 11
- Binders
- Visual Aids
Step #9
Rehearse
Guarantees success

1

2

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4

5
3

The Environment
Behind The Scenes
Look Out For Bad Habits

- VOCAL INTERFERENCES
- VOCABULARY NOISE
- GRAMMAR NOISE
- STRUCTURAL NOISE
- EMOTIONAL NOISE
... And Distractions

- Two Types
  - On-going
  - Sudden

- Examples:
  - Speaker
  - Environment
The Question and Answer Period

- Set The Ground Rules Early
- Repeat The Question
- Don't Know The Answer?
- The Ping-Pong Question
- Body Language
- No Questions?
The "Testy" Troublemaker

Watch Being Perceived As...
- Rude
- Defensive
- Critical
- Condescending

How To Handle A ...
- Hostile Troublemaker
- "Chit-Chat"
- Monopolizer
- Silent Troublemaker
Breaks

- State Schedule
- How Often?
- How Long?
- Synchronize Watches
- Start And End On Time
What an Audience Knows Without Being Told

• How You Feel Today
• If You Don't Like Them
• When You Are Lying
• When It's A Sales Pitch
• When You've Given Up
• When You Haven't Prepared
4

Be
Confident
In Your Delivery
Build Audience Rapport:
Five Factors

- APPEARANCE
- BODY LANGUAGE
- TONALITY/SPEECH
- AUDIENCE ENROLLMENT
- HUMOR
Appearance

- What Is Appropriate?
- Bold Color Is Better
- Style-Is It Better?
- Appear To Be:
Power Speak: Body Language And Tonality

Words=
Tonality=
Body Language= 

____________% = Non-Verbal

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To Improve Vocal Quality...

- Pitch/Inflections
- Volume/Loud and Soft
- Rate Of Speech
- Overall Quality
Audience Involvement

Enrollment: The 4 C's

- Comfort
- Commonality
- Control
- Commitment
Humor Me!
Only 5 jokes in the World

1
2
3
4
5
THE MOST COMMON MISTAKES

1. Poor first impression
2. Little eye contact
3. No humor
4. Limited preparation
5. Poor visual aids
6. Minimal facial expression
7. Dull, dry, and boring
8. Vague objectives
9. Frozen in one spot
10. No audience involvement
11. Weak close
AUDIENCE RAPPORT CHECKLIST

✓ Create a safe environment.
✓ Attend to "creature comforts."
✓ Start and end on time.
✓ Body Language and Tonality
✓ Enroll slowly!
✓ Stimulate every 6-8 minutes.
✓ To persuade - the first brain must be engaged.
THE IMPROMPTU PRESENTATION

This is when you are asked to make a presentation with no advance notice. In this case, someone usually asks us to "get up and say a few words." At some point in your career, you will be in this position. Now is the time to begin preplanning that presentation. What to keep in mind...

STEP #1
Start with a positive statement. The words "Thank you" will usually do the trick. ("Well ... Thank you for this opportunity to speak ... ")

STEP #2
Strive to make one positive point and state it well, such as: "This has been a tremendous year for our department and we look forward to even greater things next year."

STEP #3
Give one brief example or a reason which substantiates your positive point. "One of the reasons we have been so successful this year is because of our commitment to on-going, quality training.

STEP #4
Memorize a couple of your favorite quotes so that you will have them when you need an emotional close. "I believe it's important for us all to continue to learn ... to grow and achieve. Abraham Lincoln said it best when we said. 'I don't think much of a man who doesn't know more today than he did yesterday.' I know this philosophy has contributed to our success and I'm glad it will continue to be one of our goals for this great organization."
"FILL IN THE BLANK" FORMATS FOR LAST MINUTE PRESENTATIONS

**10 MINUTE IMPROMPTU**
1 Opener  
2 Body (one point)  
3 SPICE  
4 Close

**30 MINUTE SPEECH**
1 Opener  
2 SPICE  
3 Body  
   A Point 1 + SPICE  
   B Point 2  
   C Point 3 + SPICE  
4 SPICE  
5 Close

**60 MINUTE PRESENTATION**
1 Opener  
2 SPICE  
3 Body  
   A Point 1 + SPICE/VISUAL  
   B Point 2  
   C Point 3 + SPICE/VISUAL  
4 SPICE  
5 Close
ENVIROMENTAL CHECKLIST

✓ Check room temperature.
✓ Check for appropriate lighting.
✓ Is the room "back-lit?"
✓ Are there enough chairs?
✓ Are there too many chairs?
✓ Do participants have tables, pens, notepads, etc.?
✓ Are there restrooms and telephones nearby? Clean?
✓ Are the Women's Rooms adequate?
✓ Extra bulb for the overhead projector?
✓ Extra extension cord?
✓ Are all cords on the floor safely taped down?
✓ Is a large enough screen available? Set up?
✓ Is the overhead projector glass wiped off?
✓ Do I have a method for separating used overheads from yet to be used overheads?
✓ Do I have overhead pens handy?
✓ Do I have plenty of water?
✓ Have I ordered all equipment I need?
✓ Are my videos cued up?
✓ Do I have my "cheat sheets?"
✓ Have I checked and rechecked my sound system?
✓ Do I have extra batteries for my microphone?
✓ Do I have business cards?
✓ Are there communication barriers?
✓ Have I practiced getting up and down off of the podium?
✓ How far am I from the audience? (6')
✓ How far are they from each other?
✓ Are the rows more than 3' apart?!
✓ Is there a phone in the room? (Did [unplug it]?)
✓ Does the staff know when/how to interrupt me?
✓ Do I have a system in place for taking participant messages and handling them at breaks?