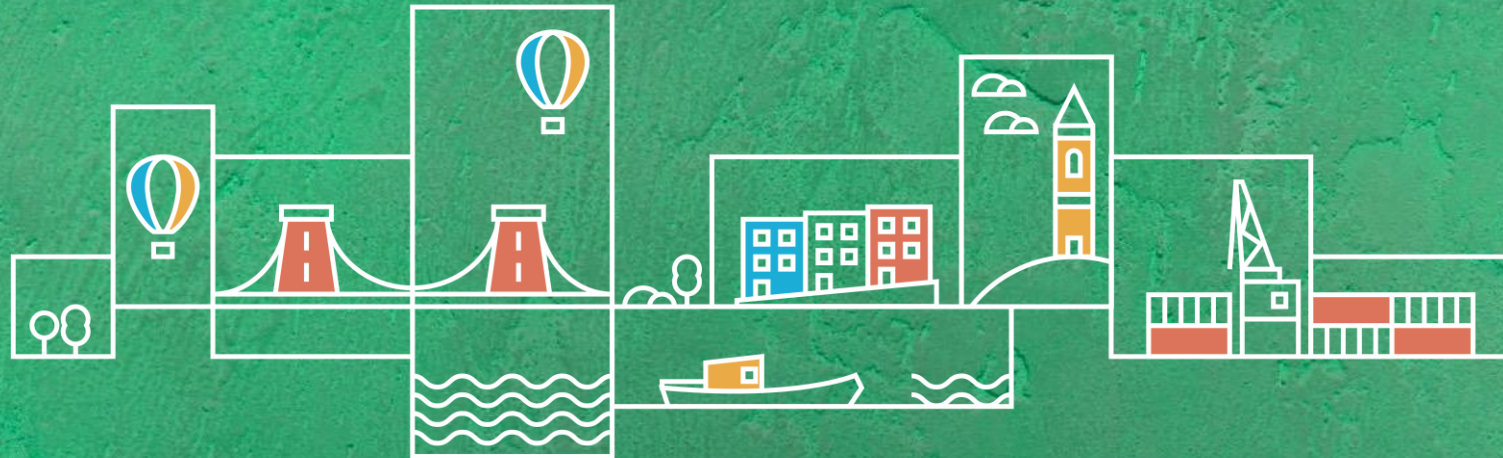


FUTURE

QUEST



Public Speaking Skills

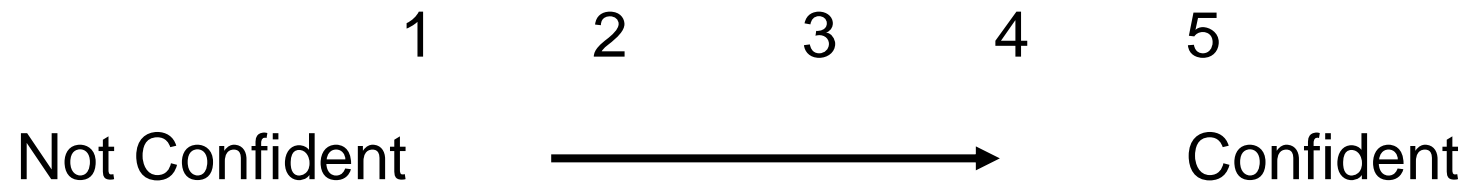
Presenting with confidence

Session Aims

1. To recognise what skills make a confident communicator
2. To identify ways in which to manage nerves when presenting
3. To practise public speaking and identify ways that you may be able to improve your skills

INTRODUCTION

- Think about how confident are you at public speaking on a scale of 1-5



- Why did you give yourself that score?

Why Public speaking?

When you hear the words 'Public Speaking' you may immediately think of delivering a speech to a huge audience, however public speaking can appear in many forms:

- Delivering training
- Leading a group or activity
- Participating in meetings
- Job interviews

Why Public speaking?

Most jobs and careers require an element of public speaking, whether this is just to your work colleagues or to other groups of people.

Take time to ask adults in your household what public speaking they do in their jobs

CONFIDENT COMMUNICATION

What is a Confident Communicator?

- Confident communicators:
 - Look like they know what they are talking about
 - Sound like they know what they are talking about
 - Draw you in and engage you

But how....?

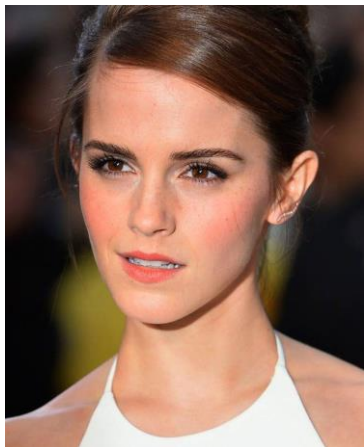
Who is a Confident Communicator?

- What skills do you feel make the below individuals confident communicators?

Use YouTube or another platform to watch some videos of the named celebrities. What do you notice about the way they speak? Note down three skills you think they have'



Sir David
Attenborough



Emma Watson



Professor Brian
Cox



Meghan Markle



Akala

Who is a Confident Communicator?

- Consider someone who's public speaking you admire
 - A teacher
 - A family member or friend
 - A celebrity
- Write down the things that you admire about the way they speak

What is a Confident Communicator?

- TED Talks are an interesting way to see confident communicators in action, with talks as short as 10 minutes
- Click on the link below and find a speaker/topic that you find interesting to watch
- <https://www.youtube.com/user/TEDtalksDirector>

Techniques for Speaking with confidence

- Change pace – speed up or slow down
- Change volume – try different volumes for effect
- Avoid a boring or monotonous tone
- Pronounce your words clearly to make sure you don't mumble
- Avoid talking too quickly – this can make your audience lose track
- Use pauses to allow the audience time to think – this also allows you time to prepare what you are going to say next

DEALING WITH NERVES

Is it ok to feel nervous?

- It is natural to feel nervous before speaking in public
- 56% of people in the UK are afraid of public speaking (YouGov poll 2014)
- Nerves can affect anyone including those who do public speaking regularly

Which of these have suffered from nerves or 'stage fright'?



Adele



Stephen Fry



Beyoncé



Prince Harry

Can you guess which of these celebrities have suffered from stage fright? Write down your answer before continuing to the next page to see if you were right

Which of these have suffered from nerves or 'stage fright'?

The Answer? - All of them! These are just a handful of examples of celebrities who have suffered from stage fright.

- Adele was once so nervous that she escaped through a fire exit just before she was about to perform.
- Once while Stephen Fry was acting in a play on the West End, he was so nervous that he flew out of the country to avoid going back on stage.
- To overcome her stage fright, Beyoncé created the alter-ego named Sasha Fierce who she becomes during her performances.
- Despite being in the public eye since birth, Prince Harry regularly gets nervous during his public appearances regardless of the size of the audience.

What is holding you back?

- Lack of preparation
- Feeling vulnerable/nervous/anxious
- Having a high expectation for yourself
- Bad experience in the past

Preparation

- Learn the content that you are delivering – don't leave it to chance
- Create cue cards or some notes
 - Avoid creating a speech as this may distract you too much
- Talk the content through with a friend or family member for feedback

Practise

- Step out of your comfort zone
- Start small and build up your experience
- Take opportunities to practise speaking in public
 - To family
 - To friends
 - At school
- Talk to the mirror or record yourself to watch it back

Breathe!

- Avoid holding your breath
- Take long slow deep breaths to calm your heart rate
- Talk slower so you don't have to keep trying to catch your breath

Fake it 'till you make it

- Visualise yourself as someone who is confident and naturally skilled at public speaking
- For some situations faking confidence may help you
- This fake confidence may turn into real confidence

Now its your turn to try

- Using what you have learnt:
 - Prepare a short presentation to deliver to those in your household or via video chat to friends or family
 - Choose one of the below topics and aim to talk for 5 minutes without interruptions

Topics:

- | | |
|-------------------------------|------------------------|
| • Your favourite hobby | • Your favourite food |
| • Your favourite TV show/film | • Your favourite music |

Summary

- Public Speaking skills can be improved by a range of methods and by taking opportunities to practise
- Practising what you are saying to family and friends or recording yourself speak can help you improve
- Preparation is key
- Managing your nerves will help you to overcome your fear – even those who are good at public speaking can get nervous



WWW.FUTUREQUEST.ORG.UK | FUTURE.QUEST@UWE.AC.UK

