

Public Speaking and
Communication Skills
Workbook

Name:

“

There are only
two types of
speakers in the
world. 1. The
nervous and 2.
Liars.

”

Mark Twain

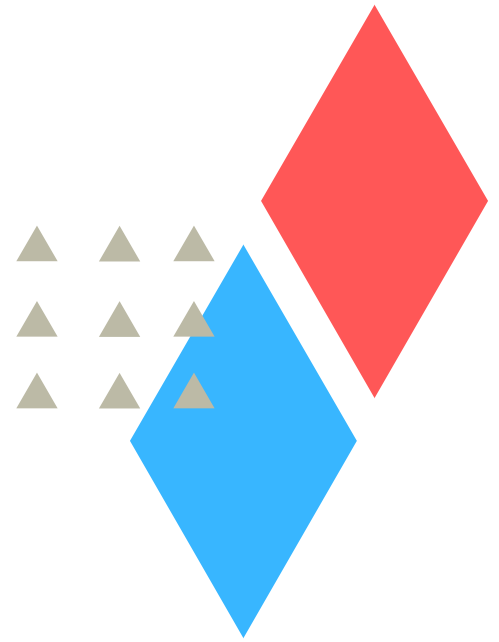
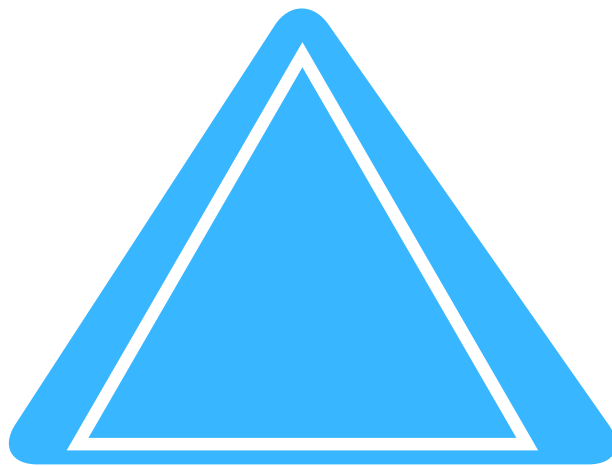


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1. The Communication Triangle

Content



Delivery

Structure

Content:

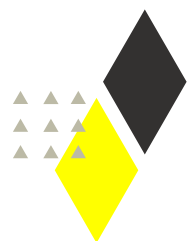
What goes into the speech.

Delivery:

How the speech is delivered.

Structure:

How the speech is put together.





2. The 5 Ss

Stride - Walk to the platform with energy and purpose.
First impressions are key!

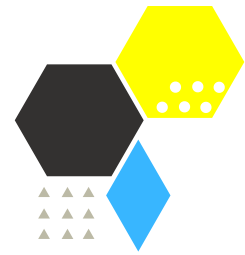
Stand - Don't Fidget and try to keep your feet still while talking. Moving around lots can be distracting for the audience.

Smile - Smiling relaxes the audience and let's them know you are friendly. Smile and look at the room not just one person!

Speak - When ready, start speaking clearly and calmly to make sure that the audience are engaged and listening.

Stay - Once you have finished make sure to take a look around, smile and take your applause before leaving the stage.

3. 9 Top Tips for Speaking



Be yourself



Keep it simple



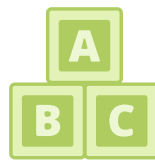
Make eye contact



Practise, Practise, Practise



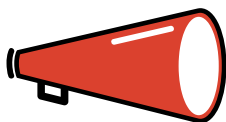
Structure your thoughts



Be Animated



Project your voice



Pace - use pauses



Keep to time



4. How to give feedback

Receiving effective feedback allows us to see what we are doing well and what we can do better.

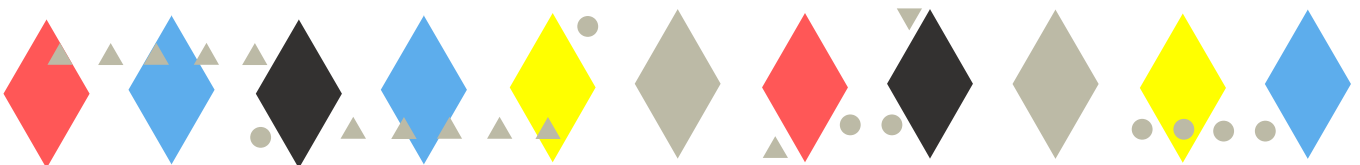
Giving good feedback shows that we are good listeners and helps others to develop.

You can always use the 5 Ss and the top tips to give you some ideas of what to look for. There are 3 steps to WINning with great feedback -

Wonderful - What did they do well? Think of as many examples as possible. We all like to hear nice things!

Improve - How do you feel they could improve? Give one clear example. This allows people to concentrate on improving one thing at a time.

Nice - Is there anything else that you noticed was nice or effective during their speech? Repeat one of the Wonderfuls if needed.



- Light-hearted and funny
- Still has to have meaning

- Makes the audience feel excited and enthusiastic
- Stories of overcoming troubles and hardships

- Fact and detail based
- Share your knowledge

Entertaining

Inspirational

Informative

5. The Different Types of Speech

Persuasive

Personal

- Makes the audience want to do or feel something

- Stories from your own experiences
- Often used as a way to convey a message or moral



6. Speech Builder

Topic:

What is the purpose of your speech?

Opening - Something to hook the audience in

Main Body - Include 3 key points or stories

1.

2.

3.

Closing - What are the final words that will inspire, amuse or motivate the audience?

Notes:

Notes:



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