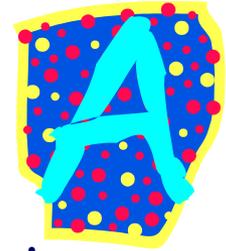


I. Ways to combat nervousness

A. BE PREPARED!

1. Outline completed

- a. Follow format on outline handout
- b. ALWAYS complete rough copy and get it checked
- c. ALWAYS need polished final draft
 - 1) May be neatly written on loose lined paper using ink
 - 2) May be typed in black ink using 12 point Times New Roman Font
- c. NEVER procrastinate
 - 1) need final done early enough to rehearse and place on note cards



2. Be Well Rehearsed

a. TIME EACH REHEARSAL

b. Rehearse at least one time with rough draft; add content if under required time

c. Rehearse at least ten times with final copy/note cards; when presenting, turn key words into complete sentences (obviously!)





B. Breathing

1. Use 2 deep, slow breaths to relax yourself
2. Yoga/proper breathing
 - a. Reduces heart rate
 - b. Reduces blood pressure
3. Good posture (shoulders back) affects breathing
4. When performing, focus on your message
5. Breathe before, during, and after

C. Fast Talking

1. Enunciate
 - a. Especially consonant sounds
 - b. Move your lips
2. Put a hair of a space between each word
3. Breathe; rehearse where to breath
4. Pace yourself during rehearsal
5. Speed indicates nervousness/lack of preparation



D. Dry mouth

1. Flatten tongue
2. Bite down on both sides to flood mouth with saliva (sounds disgusting, I know 😊)
3. Drink water

II. Areas to focus for Improvement

A. Approach

1. Non-verbal communication sends audience a clear message about your confidence
2. When walking to podium, do NOT run or drag
3. Position head correctly- chin parallel to floor

B. Stance and posture

1. Feet
 - a. Flat on floor
 - b. Weight evenly distributed, no rocking
 - c. NO wide (“burly”) stance
 - d. NO “tight wire” (feet too close) stance

2. Knees

- a. Relaxed, NOT locked
- b. Balanced, NOT tensed

3. Shoulders

- a. Pulled back
- b. Helps easy breathing

4. Spine

- a. Straight, NOT stiff
- b. Position as though a string is pulled up through spine
- c. NOT military, but straight

5. Head

- a. Chin **MUST** be parallel to floor
- b. Down cast; suggests lack of confidence

6. Face

- a. Start with “OPEN” pleasant expression
 - 1) Eyes wide
 - 2) Faint smile
 - 3) Use expression (move facial muscles)

6. Face Continued...

b. During message, face must reflect content

c. Eye Contact

1) Direct eye to eye

2) Do NOT look over tops of heads

3) Use eye contact to see if audience is listening

4) Sustain eye contact 3-5 seconds on each person

5) Remember to blink; do NOT stare

6) Stamping- a 3 count which immediately communicates confidence

7) Communication zone: If the audience is looking in this zone, they are listening

C. Voice- a strong tool in communication

1. Volume

a. Project loud enough for **EVERYONE** hear

b. Do **NOT** speak at a conversational level

2. Enunciate = speak clearly

3. Tone

a. Explore your vocal range (**WOW! OH NO!**)

b. Vary low to high to avoid monotone

4. Vocalized Pauses- uh, you know, like, um

a. Avoid these

b. We may count them



D. Hands

1. Troublesome, large flat objects with a mind of their own during speeches
2. PLAN and REHEARSE WHERE they will be positioned
 - a. At your sides
 - b. Clasped behind back
 - c. Avoid putting them in pockets or on podium
 - d. Some gestures are fine

E. Avoid distracters by rehearsing

1. Repetitive movements which the speaker exhibits
 - a. hair flipping
 - b. chin rubbing
 - c. pocket change rattling

III. Audience Requirements

A. Use ACTIVE listening skills

1. Pay attention and show respect to speakers
2. Stay in seats
3. Greet other speakers when required
4. Give constructive feedback; be kind
5. Please face forward while others speak
6. Smile and look at speaker
7. Please do not practice your own speech while others are speaking

B. SHOW PRIDE in SPEECH and with other students!