

Public Speaking

Friend or Foe

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Disclosures


- Toastmasters President
- No conflict of interest
- No compensation





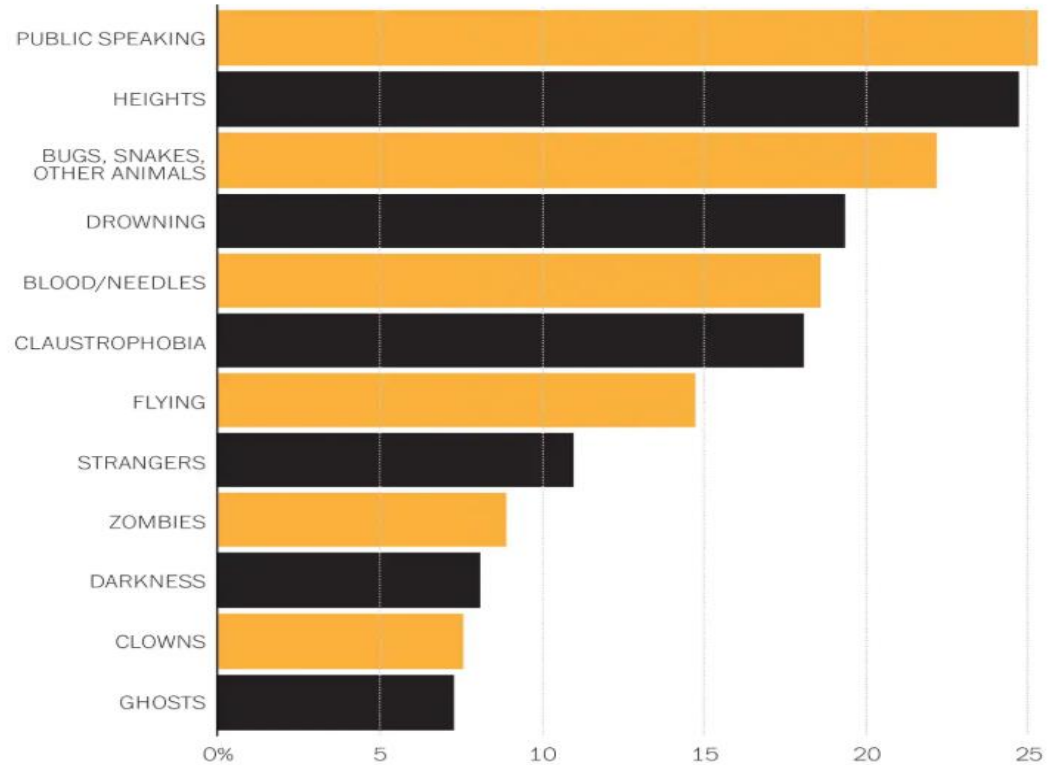
Objectives


- Identify and reflect on your own comfort level
- Describe strategies to overcome barrier emotions in public speaking
- Incorporate strategies to increase your own comfort level

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- Introduction
 - Emotions behind public speaking
 - Self Assessment and review
 - Activity
 - Strategies
 - Video
 - Wrap Up

2014 Washington Post Survey

% of Americans
Who Fear:





“Most people experience anxiety when presenting. But you can manage your fear by first determining the basis of this anxiety and then applying these mitigating techniques.”

Matt Abrahams
Stanford Business Professor
Nofreakingspeaking.com

Self Assessment

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
While preparing for giving a speech, I feel tense and nervous.	20.68%	41.91% 62.59	9.39%	22.29%	5.73%
I feel tense when I see the words speech and public speech on a course outline when studying	13.04%	29.61%	13.67%	30.72% 43.68	12.96%
My thoughts become confused and jumbled when I am giving a speech.	N.aN%	N.aN%	N.aN%	N.aN%	N.aN%
Right after giving a speech I feel that I have had a pleasant experience.	12.30%	34.06%	25.45%	21.49%	6.70%
I get anxious when I think about a speech coming up.	21.33%	44.57% 65.90	12.59%	17.21%	4.30%

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I have no fear of giving a speech.	5.83%	15.32%	13.55%	43.85%	21.45%
				65.30	
Although I am nervous just before starting a speech, I soon settle down after starting and feel calm and comfortable.	N.aN%	N.aN%	N.aN%	N.aN%	N.aN%
I look forward to giving a speech.	5.41%	16.29%	21.42%	33.93%	22.95%
				56.88	
When the instructor announces a speaking assignment in class, I can feel myself getting tense.	N.aN%	N.aN%	N.aN%	N.aN%	N.aN%
My hands tremble when I am giving a speech.	10.57%	23.76%	17.31%	34.57%	13.80%
				48.37	

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I feel relaxed while giving a speech.	3.80%	16.72%	20.39%	43.06% 59.10	16.04%
I enjoy preparing for a speech.	5.81%	22.74%	20.11%	36.94% 51.34	14.40%
I am in constant fear of forgetting what I prepared to say.	14.53%	33.15% 47.68	15.65%	29.28%	7.39%
I get anxious if someone asks me something about my topic that I do not know.	14.04%	37.14% 51.18	15.28%	26.84%	6.70%
I face the prospect of giving a speech with confidence.	8.14%	33.57%	30.99%	20.67%	6.63%

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I feel that I am in complete possession of myself while giving a speech.	7.98%	33.37% 41.35	25.99%	26.60%	6.06%
My mind is clear when giving a speech.	5.63%	28.07%	22.09%	35.99%	8.22%
I do not dread giving a speech.	7.48%	28.43%	16.40%	33.38%	14.31%
I perspire just before starting a speech.	6.91%	25.90%	23.41%	32.19% 43.78	11.59%
My heart beats very fast just as I start a speech.	22.40%	46.50%	11.55%	15.11%	4.44%

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I experience considerable anxiety while sitting in the room just before my speech starts.	20.25%	40.55%	13.09%	21.40%	4.70%
	60.8				
Certain parts of my body feel very tense and rigid while giving a speech.	12.79%	34.25%	15.68%	30.52%	6.75%
Realizing that only a little time remains in a speech makes me very tense and anxious.	9.39%	24.88%	20.27%	37.49%	7.97%
While giving a speech I know I can control my feelings of tension and stress.	8.06%	38.59%	24.26%	23.09%	6.00%
	46.65				
I breathe faster just before starting a speech.	9.51%	31.55%	19.72%	32.54%	6.69%

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I feel comfortable and relaxed in the hour or so just before giving a speech.	6.40%	25.08%	17.01%	38.91%	12.59%
I do poorer on speeches because I am anxious.	12.44%	32.64%	20.17%	27.67%	7.08%
I feel anxious when the teacher announces the date of a speaking assignment.	8.83%	28.62%	14.84%	36.22%	11.49%
When I make a mistake while giving a speech, I find it hard to concentrate on the parts that follow.	13.75%	34.00% 47.75	15.35%	30.79%	6.11%
During an important speech I experience a feeling of helplessness building up inside me.	8.32%	19.21%	19.64%	39.20% 52.83	13.63%

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
I have trouble falling asleep the night before a speech.	7.58%	14.91%	12.18%	41.46%	23.86%
	22.49			65.32	
My heart beats very fast while I present a speech.	17.73%	40.09%	14.64%	21.13%	6.41%
I feel anxious while waiting to give my speech.	21.78%	51.27%	10.01%	12.83%	4.11%
While giving a speech, I get so nervous I forget facts I really know.	13.36%	25.94%	17.71%	31.94%	11.05%
				42.99	

Raise your hand if....?

Activity:

Talk about a picture/photo

Volunteer



Spontaneous Public Speaking

- Asked to talk in a meeting
- A new acquaintance asks your opinion
- Called on to introduce someone
- Your boss asks for feedback on an idea
- Handling questions at the end of a meeting
- An administrator rides the elevator – what do you say?

Strategies for Spontaneous Public Speaking

- Get out of your own way
- See the opportunity
- Structure response
 - What – So What?
 - Problem-Solution-Benefit

Strategies for Barrier Emotions

- Breathe
- Squeeze your hands
- Physical activity (squats, push ups)
- Tongue Twister/count backwards
- Education (Toastmasters, courses, books)
- Join an improv class
- Practice

Strategies for Barrier Emotions

- Sequential Muscle relaxation
- Positive Self-talk
- Write down all the fears about this speech
- Read/watch something funny
- List your successes
- Hang with a friend



Strategies for presentation

- Conversational
- Audience eye contact
- Audience as friendly/connection
- Ask questions to start
- Mention names of those in audience


Elements

- Pause words = “UH” “UM” “SO” “LIKE”
- Eye Contact
- Volume
- Vocal Variety
- Stance/Posture
- Gestures



Video

How To Sound Smart
By
Will Stephen

- 
- Your own comfort level
 - Reviewed strategies to overcome emotions
 - Incorporate strategies to increase your own comfort level

Questions?

Answers



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all we do. all for kids.™

Public Speaking Resources

Toastmasters International is a world leader in communication and leadership development. They have over 352,000 members. Members improve their speaking and leadership skill by attending one of the 16,400 clubs in 141 countries.

<https://www.toastmasters.org>

Toastmasters Podcast: Radio talk-show format with Hosts Bo Bennett, Ryan Levesque, and Greg Gazin.

<https://www.dowellwebtools.com/tools/bg/Bo/tmpodcast>

No Freaking Speaking is a website by Matt Abrahams, a lecturer at Stanford University's Graduate School of business and co-founder of Bold Echo, LLC and author of Speaking Up Without Freaking Out. www.nofreakingspeaking.com

Udemy video-based learning platform providing a free course on public speaking by Chris Haroun, business school professor. Giving Amazing Presentations and Enjoy Public Speaking.

Coursera: online learning platform. Search for the course by Dr. Matt McGarrity, University of Wisconsin, Department of Communications. 10 week course.

E-course on Public Speaking by Sarah Lloyd-Hughes. Free, 6 week course delivered to your e-mail.

The Public Speaking Project: an assortment of virtual tools offered by a variety of speech professionals. Free e-books, virtual classroom, video modules, interactive activities.

The Accidental Communicator Blog by Dr. Jim Anderson

Six Minutes website by Andrew Dlugan

FutureLearn's: Talk the Talk: How to Give a Great Presentation. 6 week, free, on-line course, using videos and interactive platform.



Books

- Speaking Up Without Freaking Out. By Matt Abrahams
- Confessions of a Public Speaker by Scott Berkun
- QUIET: the Power of Introverts in a World That Can't Stop Talking by Susan Cain
- How To Be Brilliant at Public Speaking by Sarah Lloyed-Hughes.
- The Art of Public Speaking by Dale Carnegie and Joseph Esenwein
- Eloquence in Public Speaking by Kenneth McFarland