Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period\_\_\_

**OVERCOMING THE FEAR OF PUBLIC SPEAKING**

1. **Be prepared**
   * **Start writing your speech early so that you have time to be thoroughly prepared**
2. **Practice before a live audience**
   * **Ask your parents, brothers, sisters, friends to listen to your speech before you officially give it**
3. **Tape your speech and play it back**
   * **Evaluate yourself by taping your speech ahead of time and listening to it for logical flow**
4. **Get a good night’s sleep**
   * **A good night’s sleep makes you feel good and confident**
5. **Practice in the very room you will be using if possible**
   * **Unfamiliarity breeds tension. Always try to practice your speech in the same environment in which you will give the speech**
6. **Relax prior to speaking**
   * **Listen to music or do relaxation exercises to release tension that may build up prior to speaking**
7. **Concentrate on your message**
   * **Don’t think about yourself or your appearance. Only think about the words you are saying**
8. **Breathe deeply**
   * **Diaphragmatic breathing exercises relaxes the entire body**
9. **Find responsive faces in the audience**
   * **Use eye contact on those audience members who seem attentive and friendly**
10. **Use bodily action to relieve tension**
    * **Gestures can release tension that builds up as your speech proceeds**
11. **Be positive**
    * **Know that you are doing the very best job that you can do! BE PROUD OF IT!**
12. **Smile ! 😊**
    * **A smile can make an anxious moment become friendly.**

**CHECKLIST FOR EFFECTIVE SPEECHMAKING**

1. **Use diaphragmatic breathing**
   * **Deep breathing relaxes the body while providing good support for the voice**
2. **Keep your head erect**
   * **Decrease tension on the vocal cords by keeping your head erect at a normal eye level**
3. **Beware lazy lips**
   * **Poor lip articulation can cause you to mumble and consequently be a poor communicator**
4. **Use a variety of vocal notes**
   * **Monotones result when the speaker uses only 1 or 2 vocal tones. This is very boring to the listener’s ear**
5. **Conversational quality is important**
   * **Always talk with rather that at your audience**
6. **Use eye contact**
   * **Eye contact with the audience is necessary for credibility and sincerity**
7. **Number all note cards**
   * **Always number your note cards to that if they get mixed up, they can be easily put back in order**
8. **Keep arms at your sides**
   * **Don’t allow your hands to “play with” your note cards or jangle coins in your pockets**
9. **Stand up straight**
   * **Never slouch on the podium, but rather stand evenly on your two feet**
10. **Never plan gestures**
    * **Let all gestures arise spontaneously out of your involvement with your material**
11. **Use facial expressions**
    * **Allow your fact to reflect what your mouth is saying**
12. **Smile**
    * **Make sure your face is pleasant to look at by avoiding expressions of pain or fear**
13. **Avoid misusing the voice**
    * **Never misuse your voice by shouting, cheering or singing uncontrollably prior to public speaking**