

# SPEAK

with

# CONFIDENCE



CHECKLIST

## **Speak Plainly and Effectively**

- Avoid using flowery language
- Know the topic well
- Pick the shorter word when given the choice
- Cut out what is not necessary

## **Research and Plan**

- Do your research
- Spend more time researching than writing
- Know the topic inside and out
- Write down what is interesting
- Start to form an outline
- Do some more research if you have questions
- Write notes in the outline for the speech
- Know more information that you need

## **Learn How to Use a Pause**

- Pause at the end of a sentence
- Pause at the end of a paragraph
- Pause to show drama
- Pause to let the audience think about that thought.
- Avoid filler words when using a pause
  - The more you practice, the easier this is
- Keep a bottle of water nearby to give a natural pause
- Ask rhetorical questions of the audience to get them to think about the topic.

## **Body Language**

- Do:
  - Smile
  - Appear confident and friendly
  - Look at the audience
  - Use your hands to help showcase a point of the speech
  - Stand with confidence and own the stage.
- Don't:
  - Waving the hands too energetically
  - Looking at the ground or away from the audience
  - Slouching or shrinking in on yourself
  - Talking too softly
  - Dressing inappropriately for the occasion
  - Shuffle your feet around
  - Pace or sway
  - Pull on your clothing
  - Crumple up the paper or make other noises with the hands

## **Avoid the Filler Language**

- Recognize the filler language that you already use.
- Practice to see how often you use filler language
- Use pauses to prevent the use of filler language
- Practice until the filler language is gone
- Research and learn the topic to avoid second-guessing and issues.

## **Talking on Zoom**

- Know your topic well
- Review a few times before going on the zoom
- Look right at the camera, not down at the screen.
  - Add a smiley face by the camera to help
- Center yourself near the camera
- Do not sit too far away or you appear small.
- Smile and be comfortable.
- Speak a little faster than normal

## **Practice Makes Perfect**

- Practice and then practice again
- Record yourself to see how you sound
- Point out the mistakes in the recording and try again
- Rework three or four times
- Make improvements each time
- Memorize the speech so papers do not make noise
- Ask for someone else to listen in
  - Ask for their critiques to improve.
- Practice always helps to improve

## **Speaking in All Situations**

- Know your topic
  - No one should know the topic better than you
  - Always know more information than you would use in the speech
- Have a plan
  - Know what you will say during the speech
  - Check the flow to make sure it goes together
  - Rework if something does not sound right
- Practice
  - Go over the speech five or six times
  - Use a recorder to look for mistakes
  - Avoid filler words when nervous
- Do vocal exercises
  - Practice the speech
  - Try some tongue twisters
  - Sing before the speech