

Developing Your Presentation and Public Speaking Skills

(Pt1)

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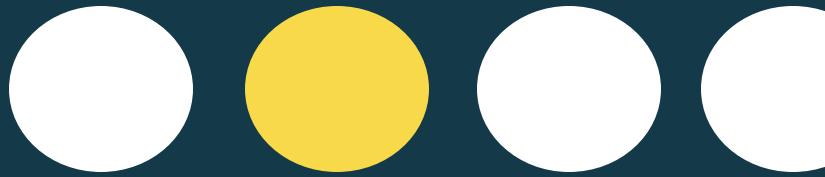


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Workbook: Developing Your Presentation and Public Speaking Skills

Key points summary

Introduction to Public Speaking

- Public speaking is a skill-based activity that can be learned and improved with practice.
- Continuous improvement requires self-development and applying good theory in practice.
- The goal of this training is to provide structure, guidance, and tips to help you plan, prepare, and deliver impactful presentations.

Understanding Fear and Nerves

- Fear of public speaking is common and often stems from uncertainty and fear of judgment.
- Recognize that audience members generally want you to succeed.
- Preparation, practice, and understanding can help overcome nervousness.

10 Key Tips for Dealing with Nerves

1. Understand the Source of Fear: Fear often arises from uncertainty and fear of judgment, not from lack of knowledge.
2. Preparation: Familiarize yourself thoroughly with your material.
3. Practice: Repeated practice builds confidence and reduces anxiety.
4. Review: Record yourself or rehearse with a friend to receive constructive feedback.
5. Deep Breathing: Practice breathing exercises to calm your body and mind.
6. Relaxation Techniques: Use methods like imagining you're floating or collapsing like a limp doll to relax your body.
7. Physical Activity: Engage in energetic activity to counteract stress.
8. Understand Fight or Flight: Recognize the physiological effects of stress and learn to manage them.
9. Perception of Nervousness: People generally can't see your nervousness, so don't let it overwhelm you.
10. Audience Reactions: Focus on delivering your best rather than overthinking audience reactions.

Confidence Tips

- Stand tall, shoulders back, chest out, and smile.
- Be humble, gracious, and connect authentically with your audience.

Exercises

Exercise 1: Self-Reflection

Write down answers to the following questions:

What makes you nervous about public speaking?

Which tip(s) from the 10 key tips would help you the most?

Exercise 2: Practice Your Message

- Select a topic you are passionate about.
- Create a short 2-minute presentation using the following structure:
 - Introduction: State your topic and why it's important.
 - Body: Present two or three key points.
 - Conclusion: Summarize and end with a strong closing statement.
- Record yourself presenting and review the video. Write down three things you did well and one area to improve.

Exercise 3: Breathing and Relaxation

- Practice deep breathing: Inhale for 6 seconds, exhale for 6 seconds. Repeat five times.
- Perform a relaxation technique: Imagine you are floating or do a quick burst of physical activity (e.g., jumping jacks).
- Reflect: How do these techniques make you feel before speaking?

Activities for consolidation

Activity 1: Real-Life Practice

- Volunteer to give a short presentation at work, school, or a social gathering.
- Use the tips and techniques from this workbook to prepare and deliver your talk.
- Ask for feedback from a trusted colleague or friend.

Summarise below your results

Activity 2: Audience Observation

- Attend a presentation or watch a recorded speech.
- Observe the speaker's body language, tone, and delivery.
- Answer these questions:
 - What did they do well?

- What could they improve?

- How can you apply these observations to your own presentations?

Activity 3: Build a Presentation Toolkit

- Create a checklist for your presentations. Include items such as:
 - Research and preparation completed.
 - Key points outlined.
 - Practice sessions completed.
 - Relaxation and breathing exercises performed.
- Use this checklist for all future presentations.

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Additional Notes and Reflections

Use this section to jot down any additional tips, reflections, or personal experiences that resonate with you during your learning journey.

My Notes and Reflections

Summary

The more you practice and apply these skills, the more confident and effective you will become as a presenter.

Good luck on your journey to mastering public speaking!

"Great presenters are not born—they are made through preparation, practice, and passion. Every time you speak, you have the power to inspire, transform, and leave an unforgettable impact. Own your voice, and the world will listen."