

Communi-CONFIDENCE

Speaking Skills for Life



Do you feel nervous, even terrified,
while speaking to a group?

Do you worry about what others think
of you when you speak?

Are you shy when it comes to
speaking publicly?

Then Communi-Confidence is for you

Communi-Confidence will teach you to trust yourself when speaking to groups of people and give you tools to grow your speaking skills.

Anyone, at any age, can get more comfortable speaking to people. Mastering just a handful of simple techniques will *immediately make you a stronger speaker*.

Goal: Speak comfortably to groups.

How: Trust yourself, build and maintain speaking skills.

Why: Speaking well has immense value and feels great!

What's the Value for You?

Speaking confidence, trust in yourself.

Ability to connect, influence, and lead.

Communication skills for academic and career worlds.

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Communi-Confidence Fundamentals: Program activities are designed to boost your abilities in the following areas:

Trusting yourself. Recognize skills you already have. Develop a speaker's mindset. Practice until speaking to groups becomes second-nature.

Connecting with your audience. Pay attention to eye contact, body language, volume, tone, and audience reaction.

Speaking, not reading. Speak to the group, using only a few notes as needed. Our focus is on speaking in the moment rather than on writing and reading speeches word for word.

During our program, we will coach you to sound and feel your best speaking to groups. With practice, speaking to groups can be as easy as sending a text or chatting with a friend.



Drill #1: Me in Three

I Am, I Like, I Believe

We'll start with a simple introduction exercise. It's okay to feel nervous at first. We guarantee it will get easier after you give it a try.

- Move to the front of the room and pause for three seconds.
- Introduce yourself in three sentences.
- Pause for three seconds and move back to your seat.

Example:

Hello, I am _____.

I like _____.

I believe _____.

Drill #2: Easy-Peasy

Use Speech “Building Blocks” to Form your Message

Writers organize written sentences into paragraphs. Speakers organize words into speech Building Blocks. If you can string together 3-5 spoken sentences into a speech Building Block, you can string together a group of Building Blocks into a speech.

- Move to the front of the room and pause for three seconds.
- Speak using a Building Block of a few sentences.
- Pause for three seconds and move back to your seat.

Example:

I heard a story recently that made me smile. A little boy organized some of his friends and they raised money to support _____. It feels great to help others.

Drill #3: Eyes Meet, Minds Meet

Connect through Eye Contact

Eye contact is a powerful way to connect with others. People associate eye contact with confidence and sincerity. Eye contact lasting as little as a second or two will help you establish rapport with audience members.

If you have trouble holding eye contact as a speaker, create an illusion of eye contact

- Move to the front of the room and make eye contact with one or two people as you pause for three seconds.
- Speak to the group using a Building Block consisting of a few sentences.
- Make eye contact, a second or two at a time, with individuals in various parts of the room.
- Pause for three seconds and move back to your seat.

Drill #4: Your Personal Remote Control

It's About Volume

You can control the loudness of your voice, like turning up your TV with a remote control or adjusting the volume of your iPhone. You can whisper, you can shout, or you can talk at a normal conversational level. We call this choice Your Personal Remote Control.

Adjust Your Personal Remote Control so your audience can hear you. If you're in a big or noisy space, turn yourself up. If you are in a small quiet space, there's no need to shout!

- Move to the front of the room and pause for three seconds.
- Set your Personal Remote Control to very loud and speak using a Building Block.
- Turn yourself down to a normal conversational level and repeat.
- Turn yourself down to a barely audible whisper and repeat.
- Pause for three seconds and move back to your seat.

Drill #5: Do - Re - Mi

It's About Pitch

Pitch is how high or low your words sound to the listener. We all adjust our pitch up and down to some degree as we speak. If you can sing Do - Re - Mi you can vary your pitch to improve your speaking. Apply these approaches as you speak:

- Raise pitch at the end of a sentence when asking questions.
- Lower pitch at the end of a statement.
- Raise or lower pitch to emphasize words or reflect attitude.

Experiment with words or phrases such as:

- Sure
- All right
- No Way
- Good Morning
- He thinks she's awesome.
- I am very sorry.

Drill #6: Say as you See

Using Words to Describe Things

We experience objects through sight, sound, touch, smell, and taste. The quality of your description depends on how well you observe what you're describing.

- Choose the object you will describe.
- Take a moment to observe the object.
- Describe as you observe; don't memorize.
- Pause for three seconds and move back to your seat.

Drill #7: My Mind to Yours

Describing a Mental Image

A mental image is just what it sounds like: A picture or even a video clip you see in your own mind. For example, call to mind an object like a pet, a prized possession, a sweet dessert, or a sporty car. Or think of an activity such as traveling, hiking Mt. Washington, hitting a home run, or getting a haircut. Now describe your mental image.

- Choose a mental image.
- Focus on details of your mental image.
- Describe as you observe with your mind's eye; don't memorize.
- Pause for three seconds and move back to your seat.

Drill #8: One Step After Another

Giving Sequential Instructions

Instructions involve a sequence of actions or thoughts. Think of giving instructions as describing a series of mental images.

- Select an action you know well, such as practicing piano, downloading an app, mowing the lawn, cooking a grilled-cheese sandwich, giving directions from one place to another, filling a car with gas, etc.
- Give instructions as you mentally work through the steps; don't memorize.
- Pause for three seconds and move back to your seat.

Drill #9: Speak Your Mind in a Minute

1-Minute Talk Using Your New Tools

This is your chance to use what you've learned to give a real talk. Talk, don't read. Think, don't memorize. A one-minute talk consists of a few speech Building Blocks, arranged in a particular order to form your message. Deliver your message using your new tools and a single note card to remind yourself of mental images or other points of your talk.

- Choose a topic you like or know a lot about.
- List possible things to say on a piece of paper.
- Organize your talk in a way that will make sense to the audience.
- List main points, in order, on a note card to jog your memory if needed.
- Deliver your talk.
- Pause for three seconds and move back to your seat.

Drill #10: The Microphone is my Friend

Amplify in Big Spaces

In this drill, we will introduce you to a new friend . . . the microphone. Microphones make it easier for people to hear your voice and understand your message. Get comfortable with microphones by using microphones. Practice speaking through a hand-held mic, a lavalier (clip-on) mic, and a mic fixed to a stand or podium.

Build your microphone skill and comfort by delivering 1-Minute Talks using various microphones, with these tips in mind:

- Don't block the audience's line of sight to your face.
- Position your mouth close to the mic (too loud is better than too soft).
- Speak naturally in a strong, clear voice.
- Experiment with volumes using your Personal Remote Control.
- Sound check the mic prior to speaking, if possible.
- Never cough or clear your throat into a microphone.
- Avoid tapping the mic, reciting "Test 1 - 2 - 3," or asking the audience, "Can you hear me out there?"



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Communi-Confidence is a free life skills program created and funded by The Eppes-Jefferson Foundation, Inc.
www.e-jfoundation.com



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