

# Your First Speech

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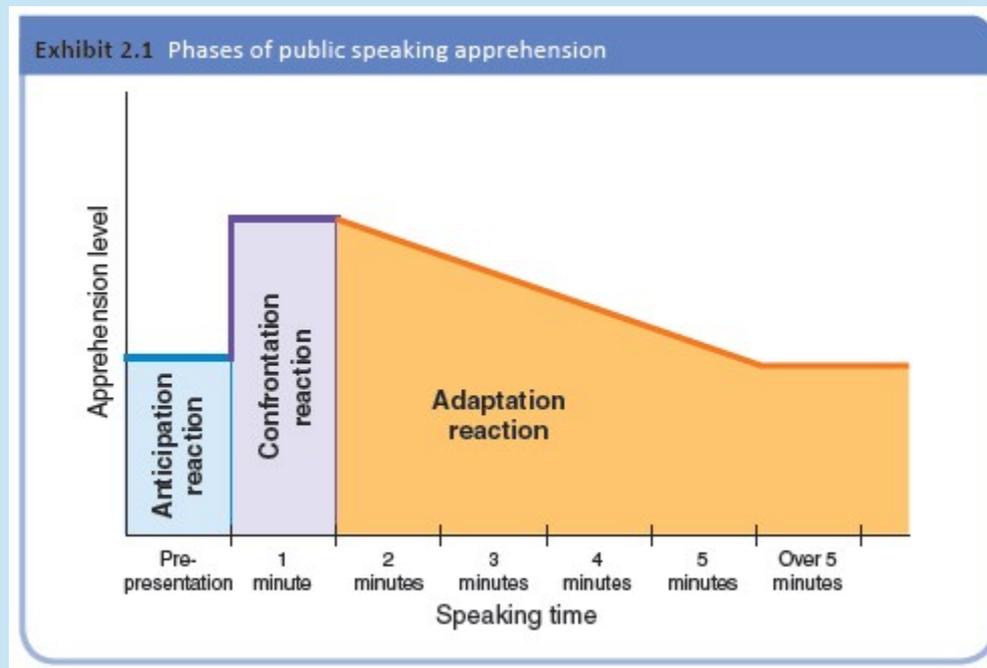
# Understanding the Nature of Public Speaking Anxiety

- ▶ A type of communication anxiety; the level of fear a person experiences when anticipating or actually speaking in front of an audience.

- ▶ Cognitive  
(Can include negative self-talk)
- ▶ Physical
- ▶ Emotional

# Symptoms

- ▶ Anticipation reaction
- ▶ Confrontation reaction
- ▶ Adaptation reaction



- ▶ Negative Self-talk
- ▶ Biologically based temperament
- ▶ Previous experience
  - Modeling
  - Reinforcement
- ▶ Level of skills

- ▶ General methods
  - Communication orientation motivation (COM)
    - Performance orientation
    - Communication orientation
  - Visualization
  - Relaxation Exercises

- ▶ General methods (cont.)
  - Systematic desensitization
  - Cognitive restructuring

# Specific Techniques

## Chapter 2

- ▶ Allow sufficient time to prepare.
- ▶ Use presentational aids.
- ▶ Practice your speech aloud.
- ▶ Dress up.

# Specific Techniques (cont.)

- ▶ Choose an appropriate time to speak.
- ▶ Use positive self-talk.
- ▶ Face the audience.
- ▶ Focus on sharing your message.

## The Six Steps of Developing an Effective Speech Plan

Select a speech goal that is appropriate to the rhetorical situation.

**Speech goal** – a specific statement of what you want your audience to know, believe, or do.

# Step #2

Understand your audience and adapt to it.

**Audience adaptation** – the process of tailoring your speech's information to the needs, interests, and expectations of your listeners



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# Step #3

Gather and evaluate information for use in your speech based on:

- Knowledge and experiences
- Printed material
- Interviews
- Surveys
- Searching online



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Organize ideas into a well-structured outline

- Have 2-4 memorable major points
- Make each idea a complete sentence
- Combine speech goal with major points for thesis statement with main point preview
  - Chronological
  - Topical

- ▶ Outline the speech
  - Add information as subpoints to support main points
  - At least one subpoint per main point
  - Introduction
    - Gain attention, establish relevance, establish speaker credibility, lead to body of speech
  - Conclusion
    - Remind audience of main points and speech goal in a positive way

# Step #5

Choose, prepare, and use appropriate presentational aids.

- Clarify
- Emphasize
- Dramatize

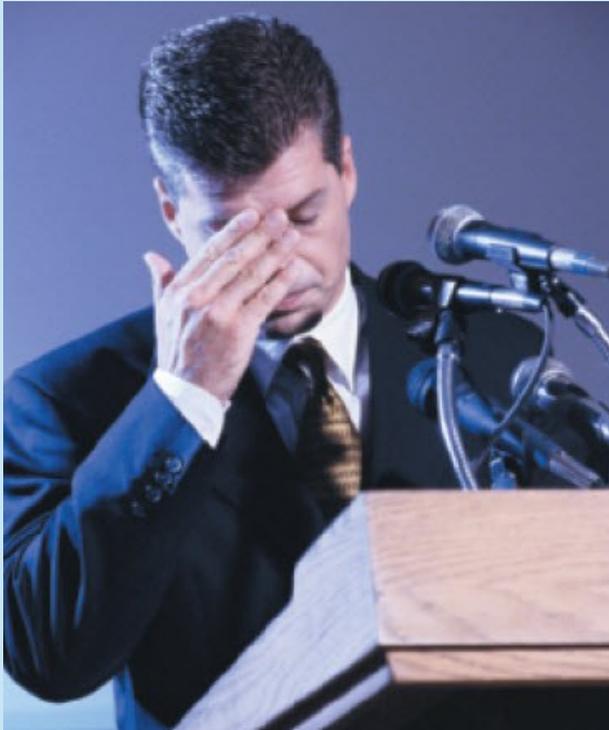
Practice oral language and delivery style

▶ Choose wording of main points and supporting materials carefully

- Accuracy
- Clarity
- Vividness

# Step #6 continued

- ▶ Using the voice and body to deliver well influences effectiveness of speech
  - Intelligibility
  - Conversationality
  - Expressiveness
- ▶ Practice leads to confidence
  - Don't memorize
  - Deliver extemporaneously



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- ▶ Managing public speaking apprehension

<http://www.nvcc.edu/home/npeck/spd100/blueprintfiles/nervous.htm>