



5 STEPS FOR PREPARING A PUBLIC SPEECH

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In life we often have to perform, but, according to statistics, 95% of people have stage fright! Generally, this fright comes from shyness/diffidence.

Let's figure out how to prepare for a public appearance so as to minimize your fear.

STEP 1: Write a speech

- Write everything you would like to say and be sure to check the facts you use, because the last thing you want to do is to betray trust of your audience.
- The hardest part of writing a speech is the introduction. I advise you to start with a rhetorical question, a joke, or something that does not relate to the topic at all. An extraordinary entry will certainly interest the audience.
- At the end of the speech, repeat your main ideas for them to be better understood and remembered.

STEP 2: Work on the delivery

- Print a speech sheet for yourself and make notes.
- Mark which words you would like to emphasize; where to make a pause etc.
- Also work on intonation. At the end of the sentence the intonation should go down, and when you're citing facts - from bottom to top.
- Play with your voice, you can't say everything in the same tone, otherwise you risk lulling the audience to sleep. So, to avoid this, somewhere speak louder, somewhere quieter.
- Do not forget about the pace, it should also be different depending on what you want to focus on.
- But be sure to speak clearly.

STEP 3: Know your speech

- To feel confident in front of the audience, you have to be confident in what you are going to speak about.

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- But, by no means do I suggest that you learn your speech word for word. It will be much more useful to make a plan of your performance and keep it in mind.
- Therefore, you will never get confused, always knowing what to say next without being tied to the text as a whole.

STEP 4: Practise, practise, practise!

- After you have worked on emphasis, intonation and pace, you need to practise your presentation.
- Work on gestures, posture, facial expressions. The Ancient Greek orator, Demosthenes, for example, practised his speeches while standing in front of a large mirror, because trusted his eyes to enable him to judge accurately the effect produced.
- You can do the same, or even better: make a preparatory video of yourself speaking, so, you will definitely notice all the errors.

STEP 5: Don't worry!

- Warm up the voice box with a pair of tongue twisters and repeat the speech once.
- After that, go do your usual morning routine and don't immediately think about your upcoming speech.
- You can brush your teeth with your left hand, if you are right-handed, or vice versa with your right, if you are left-handed. This activates the other hemisphere of your brain and puts your thoughts in order. It helps me a lot.
- A few minutes before the performance take a couple of deep breaths through the nose, sharply breathing out through the mouth. This will reduce the nervousness and you'll be able to go out and enjoy the attention of the audience!

Use the ESU Festival of Speaking to help you become a confident public speaker!

Plan. Practise. Perform. Post!

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