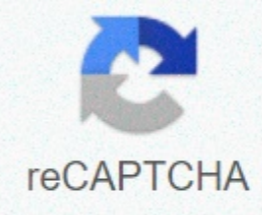




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Public speaking worksheets

© Digital Vision/Thinkstock Speaking in front of people can be a rewarding and engaging experience, but it can also be terrifying. Public speaking doesn't have to be traumatic, however, if you remember a few simple steps. Keep these tips in the back of your mind as you prepare for your next public presentation.1. Be confident and enthusiasticYou've been asked to speak in front of others because you know something about the subject at hand. Those that invited you to speak already have confidence in your ability, so be confident in yourself. You know the subject and have been successful with it so be sure to be enthusiastic about your work. It's fun for an audience to listen and engage with someone who is excited about the subject at hand.2. Have a solid take-awayIf an audience member were to sum up your speech in 30 seconds, what would she say? Figure out exactly what you want the audience to walk away remembering and use that as a starting point to craft your speech.3. Know your audienceHave a clear understanding about your audience before you begin crafting your speech. Your approach will vary if the audience members are experts in the field, students, or just people who are interested in the subject matter.4. Be flexible The day of your speech there may be external factors that change your presentation. A fire drill, a rowdy audience member, or a change in venue are just a few of the things that could come up. If you breathe, stay relaxed, and try to remain open to changes, both you and the audience will have a great experience no matter what obstacles occur.5. Practice, practice, practiceKnow your speech so well that you could give it from memory – but be sure to still keep your notes on you in case you forget key points. Try practicing your speech in front of a friend or mirror. You could also tape record yourself for valuable feedback that could make your speech stronger. Be sure to practice your speech by speaking slowly, clearly, and comfortably.Plus: Lessons on Public Speaking from The King's SpeechSources: MIT.edu and Lifehacker.com Yes, you read that right. This article explores the off-the-wall ways in which I learned to get over my fear of public speaking and provides tips as to how you can too.Are you looking to find out the different types of speeches? Here we explore 10 speech types that you can look into to find out what people are aiming at when talking.Here we continue our series on articulation and explore the intricacies of complex ideas and opinions using similar structures to organise and localise our thought process.Framework and structuring information are simple foundations that help us improve our thought clarity and clearly convey our ideas in a smooth and succinct manner. Let us unlock your speaking potential with these easy steps.This article highlights the ways to be a better presenter: body language, voice projection, and dos and don'ts.After sending a string of resumes to various organizations, your favorite company finally calls and wants to meet you for an interview. Here are some helpful tips to guide you on how to negotiate your salary at your new job.Discover how to avoid procrastinating on a big presentation, and get advice on three ways to curb the urge to make it perfect all by yourself.So you need to make a presentation. Cue cold sweats, shaking hands and nervous twitches, but it doesn't have to be that way. Follow these easy tips and knock your next presentation out of the park.3 easy steps to story telling and becoming a good storyteller. Tips from a pro campfire storyteller that will start you on the path to mastering the art of storytelling.Getting cold feet on presentation day? Forgetting your words? Stage fright perhaps? Here are VR apps to help you with speech-phobia and public speaking.25 techniques and tips for effective public speaking. Anyone can deliver a great speech by understanding speech communication basics and by emphasizing content over style.Nonverbal communication often sends a stronger signal than the words you use to communicate. Learn what nonverbal communication is and find tips on how to interpret it and use it better.Some people find it challenging to slow down while speaking in public. Here are some tips to help if you have been told to slow down, or if you have recognized the need to slow down yourself.Don't let your fear of public speaking grow because it can break you internally forever. It is possible to get rid of the fear of public speaking. Practice these tips on your next public speech.Curious how to get public speaking gigs? Lots of authors and consultants are. Discover the most common sources for booking speaking engagements... and what it takes to get in!Here are some funny quips and quotes about public speaking, along with a few tips and insights into how to make your next speech or presentation memorable and meaningful.To keep your audience's attention, avoid these five mistakes people make when giving a speech. Your body and the way you carry yourself in front of a group says as much about you as the words that you chose to put in your speech.Learn how to calm your nerves and conquer your stage fright the next time you're asked to get up in front of an audience and give a presentation.Many people are very anxious about giving a speech or presentation. I've given hundreds of speeches, and I will show you how you can give a great speech with confidence.Your language can lose its power when you use hedges, upspeak, disclaimers, and other credibility killers. These verbal bad habits undermine your authority and the competence of your message.First impressions are everything. They tell an audience if you're worth paying attention to, or if you're someone to be ignored. Here's how to make a good first impression.Did you know that ethics in public speaking can either make or break your dream of becoming an effective public speaker? Learn more about ethics in this article.A segue is very important when giving a public speech. Without a smooth transition, you could find your audience losing interest in what you are talking about. Learn all you need to know about how to make a proper segue.Public speaking is a fear most people have. I had a huge fear of public speaking, but I overcame it. This article provides tips on how to overcome that fear to improve your public speaking skills.A sometimes-serious, sometimes-not look at what it takes to argue before the United States Supreme Court and what you can learn about public speaking from the process.Not cool with public speaking? Yeah, I wasn't either, especially because I exude awkwardness. Thankfully, I've overcome my presentation/speech-giving fear. Here's how I did it! Published on May 4, 2021 They say we are the average of the five persons we spend the most time with. For a minute, consider the people around you. Are they truly who your "tribe" should be or who you aspire to become in the future? Are they really genuine people who want to see you succeed? Or are they fake people who don't really want to see you happy?In this article, I'll review why it is important to surround yourself with genuine individuals—the ones who care, bring something to your table, and first and foremost, who leave all fakeness behind.How to Spot Fake People? When you've been working in the helping professions for a while, spotting fake people gets a bit easier. There are some very clear signs that the person you are looking at is hiding something, acting somehow, or simply wanting to get somewhere. Most often, there is a secondary gain—perhaps attention, sympathy, or even a promotion.Whatever it is, you're better off working their true agenda and staying the hell away. Here are some things you should look out for to help spot fake people. 1. Full of Themselves Fake people like to show off. They love looking at themselves in the mirror. They collect photos and videos of every single achievement they had and every part of their body and claim to be the "best at what they do."Most of these people are actually not that good in real life. But they act like they are and ensure that they appear better than the next person. The issue for you is that you may find yourself always feeling "beneath" them and irritated at their constant need to be in the spotlight. 2. Murky in Expressing Their Emotions Have you ever tried having a deep and meaningful conversation with a fake person? It's almost impossible. It's because they have limited emotional intelligence and don't know how they truly feel deep down—and partly because they don't want to have their true emotions exposed, no matter how normal these might be. It's much harder to say "I'm the best at what I do" while simultaneously sharing "average" emotions with "equal" people. 3. Zero Self-Reflection To grow, we must accept feedback from others. We must be open to our strengths and to our weaknesses. We must accept that we all come in different shapes and can always improve.Self-reflection requires us to think, forgive, admit fault, and learn from our mistakes. But to do that, we have to be able to adopt a level of genuineness and depth that fake people don't routinely have. A fake person generally never apologizes, but when they do, it is often followed with a "but" in the next breath. 4. Unrealistic Perceptions Fake people most often have an unrealistic perception of the world—things that they want to portray to others (pseudo achievements, materialistic gains, or a made-up sense of happiness) or simply how they genuinely regard life outside themselves.A lot of fake people hide pain, shame, and other underlying reasons in their behavior. This could explain why they can't be authentic and/or have difficulties seeing their environment for the way it objectively is (both good and bad). 5. Love Attention As I mentioned earlier, the biggest sign that something isn't quite right with someone's behavior can be established by how much they love attention. Are you being interrupted every time you speak by someone who wants to make sure that the spotlight gets reverted back to them? Is the focus always on them, no matter the topic? If yes, you're probably dealing with a fake person. 6. People Pleaser Appreciation feels nice but having everyone like you is even better. While it is completely unrealistic for most people to please everyone all the time, fake people seem to always say yes in pursuit of constant approval. Now, this is a problem for two reasons. Firstly, these people are simply saying yes to things for their own satisfaction. Secondly, they often end up changing their minds or retracting their offer for one reason or another ("I would have loved to, but my grandmother suddenly fell ill."), leaving you in the lurch for the 100th time this year. 7. Sarcasm and Cynicism Behind the chronic pasted smile, fake people are well known for brewing resentment, jealousy, or anger. This is because, behind the postcard life, they are often unhappy. Sarcasm and cynicism are well known to act as a defense mechanism, sometimes even a diversion—anything so they can remain feeling on top of the world, whether it is through boosting themselves or bringing people down. 8. Crappy friend Fake people are bad friends. They don't listen to you, your feelings, and whatever news you might have to share. In fact, you might find yourself migrating away from them when you have exciting or bad news to share, knowing that it will always end up one way—their way. In addition, you might find that they're not available when you truly need them or worse, cancel plans at the last minute.It's not unusual to hear that a fake person talks constantly behind people's backs. Let's be honest, if they do it to others, they're doing it to you too. If your "friend" makes you feel bad constantly, trust me, they're not achieving their purpose, and they're simply not a good person to have around.The sooner you learn to spot these fake people, the sooner you can meet meaningful individuals again. How to Cope With Fake People Moving Forward? It is important to remind yourself that you deserve more than what you're getting. You are worthy, valuable, precious, and just as important as the next person.There are many ways to manage fake people. Here are some tips on how to deal with them. 1. Boundaries Keep your boundaries very clear. As explained in the book Unlock Your Resilience, boundaries are what keep you sane when the world tries to suffocate you. When fake people become emotional vampires, make sure to keep your distances, limit contact, and simply replace them with more valuable interactions. 2. Don't Take Their Behavior Personally Sadly, they most likely have behaved this way before they knew you and will continue much longer after you have moved on. It isn't about you. It is about their inner need to meet a void that you are not responsible for. And in all honesty, unless you are a trained professional, you are unlikely to improve it anyway. 3. Be Upfront and Honest About How You Feel If your "friend" has been hurtful or engaged in behaviors you struggle with, let them know—nicely, firmly, however you want, but let them know that they are affecting you. If it works, great. If it doesn't, you'll feel better and when you're ready to move on, you'll know you tried to reach out. Your conscience is clear. 4. Ask for Advice If you're unsure about what you're seeing or feeling, ask for advice. Perhaps a relative, a good friend, or a colleague might have some input as to whether you are overreacting or seeing some genuine concerns.Now, don't confuse asking for advice with gossiping behind the fake person's back because, in the end, you don't want to stoop down to their level. However, a little reminder as to how to stay on your own wellness track can never hurt. 5. Dig Deeper Now, this one, I offer with caution. If you are emotionally strong, up to it, guaranteed you won't get sucked into it, and have the skills to manage, perhaps you could dig into the reasons a fake person is acting the way they do.Have they suffered recent trauma? Have they been rejected all their lives? Is their self-esteem so low that they must resort to making themselves feel good in any way they can? Sometimes, having an understanding of a person's behavior can help in processing it. 6. Practice Self-Care! Clearly, putting some distance between the fake person and yourself is probably the way to go. However, sometimes, it takes time to get there. In the meantime, make sure to practice self-care, be gentle with yourself, and compensate with lots of positives!Self-care can be as simple as taking a hot shower after talking to them or declining an invitation when you're not feeling up to the challenge.Spotting fake people isn't too hard. They generally glow with wanna-be vibes. However, most often, there are reasons as to why they are like this. Calling their behavior might be the first step. Providing them with support might be the second. But if these don't work, it's time to stay away and surround yourself with the positivity that you deserve. Final Thoughts Remember that life is a rollercoaster. It has good moments, tough moments, and moments you wouldn't change for the world. So, look around and make sure that you take the time to choose the right people to share it all with.We are the average of the five people we spend the most time with, so take a good look around and choose wisely! More Tips on Dealing With Fake PeopleFeatured photo credit: Priscilla Du Preez via unsplash.com

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