Delivering Your Speech: Presenting Your Ideas

Chapter 17

Anxiety and Stage Fright

- Speech apprehension - fear of speaking to an audience
- Communication apprehension - fear of communication, no matter what the context

Causes of Speech Apprehension

- Fear of inadequacy
  - Feeling inferior and incapable
- Fear of the unknown
  - Only comfortable with the tried and true
- Fear of being judged
  - So sensitive to the judgment of others, that we avoid it altogether
- Fear of consequences
  - Success or failure
Controlling Anxiety

- Symptoms of anxiety
  - Recognize the actual bodily sensations and thoughts
  - Learn how to control these reactions
  - Deep-muscle relaxation – “tense and relax”
  - Thought stopping – eliminate thoughts associate with anxiety
  - Visualization – help speakers imagine their own success
  - Other techniques
    - Humor early in the presentation
    - Find a friendly face in the audience
    - Charts, graphs, and visuals
    - Speak in front of an imaginary audience

Options for Delivery

- Manuscript
  - Read aloud word for word
  - Reduces eye contact and conversational tone
- Memorized
  - Completely committed to memory
  - Canned tone
- Impromptu
  - Spontaneous, without preparation
- Extemporaneous
  - Researched, outline, and delivered after careful rehearsal

Visual Considerations

- Clothing
  - Consider the topic, audience, and occasion
- Posture
  - Prepare yourself to stand properly in public
- Gestures
  - Eliminate annoying gestures and incorporate appropriate ones
- Movements and facial expressions
  - Movements communicate whether or not you are in control
- Eye contact
  - Look at each member of the audience
Vocal Considerations

- **Volume** – maintain an appropriate volume
- **Pitch** – try not to fall into monotone trap
- **Rate** – speed up or slow down as needed
- **Nonfluencies** – try to eliminate nonfluencies

Rehearsal Procedures

- Rehearsal can help you acquire confidence
  - Read through the outline several times
  - Learn first and last sentences
  - Preliminary auditory rehearsal
    - Imaginary audience
    - Present entire speech
    - Time yourself
  - Conduct additional rehearsals
    - Alone
    - Friends and/or relatives

Giving the Speech

- Final Tips
  - Arrive with time to spare, and prepare equipment to hold notes and presentation aids
  - Test all electronic equipment ahead of time
  - Give ample consideration to clothing and appearance
  - Walk confidently to podium, letting audience know you are prepared
  - Work to transmit a sense of enthusiasm and commitment while speaking
  - Complete your speech before returning to your seat
After the Speech

- Evaluating your effectiveness in delivering the following:
  - Content
  - Organization
  - Language
  - Delivery

Technology

- Internet sites devoted to public speaking
  - [http://www.mwc.edu/~bchirico/psanxin.html](http://www.mwc.edu/~bchirico/psanxin.html)
  - How to overcome PSA (public speaking anxiety)
  - Speechwriting resources for help in preparation and writing
  - [http://www.ukans.edu/cwis/units/coms2/vpa/vpa.htm](http://www.ukans.edu/cwis/units/coms2/vpa/vpa.htm)
  - Online tutorial to help improve speech-making skills