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Foreword

The idea behind any speech preparation should be to ensure it is design in a way that the listener will walk away from the session feeling completely informed on the given topic and interested enough to make further commitments. Get all the info you need here.



Expert Speaker

A Beginner's Guide To Be A Public Speaking Celebrity

Chapter 1:

Preparation Research And Content

Synopsis

These three ingredients are the elements that make the overall speech a success. Ensuing these vital elements are included in the speech prepared will help the individual deliver a complete and wholesome presentation.



Get Prepared

In the preparation stage, it would be wise for the designer of the speech to have some knowledge about the audience the speech is being presented to. Armed with this knowledge, the individual can then work on the content that would be suitable for the audience palate. Failing to incorporate this delicate yet important feature into the content preparation, may cause the entire speech to be poorly received. This poor reception could be due to several reasons such as inability to understand the subject matter, inability to understand the jargon used no interest in the subject matter and any other negative connotations that would affect the concentration span of the audience.

When commencing on the researching stage, it would be a good idea to ensure all information sourced, is done so in a manner that accredits the authenticity of the information given. This is very important, as the speech content should not be left open to the possibility of dispute by the listening audience. There is nothing worse, than having an audience that challenges every fact being presented.

Ensuring the content itself is interesting and engaging will help to keep the audience entranced in the session, thus assuring its success. The presentation style, the research done and the content design all contribute to the eventual success of the entire endeavor. Therefore equal care should be given to all these areas when designing a speech.

Chapter 2:

Write An Appealing Speech

Synopsis

One of the best ways to write an appealing speech is to attend and observe as many different types of presentations as possible. This will give the individual a chance to make careful observations on the various aspects of the speech, its presentation and the presenter itself.



Putting It On Paper

The following are some elements to consider when trying to write, an appealing speech that will ensure the complete attention and participation of the listening audience:

- Making observations as to the types of contents used and how it is put together, will give the individual an idea of what would appeal to the audience. Matter such as the flow, the timing and the humor injected in to speech is something definitely worth observing and learning.
- Deciding on a theme based on the research done about the audience and their interest, the individual can then come up with interesting and “meaty” content material. The match between the audience and the material to be presented must be accurate, as any mismatch would eventually result in the entire speech being a disaster.
- Making the impactful points, with the use of visual aids, may help to reinforce the points being made. More often than not, material that includes visual emphasis provides the extra interesting element that would help to encourage the audience to pay closer attention to what is being featured.
- Another important point most people forget to consider is how long the duration of the speech should ideally be. When this

information is known, then the individual can design the speech in a way that includes, humor, visual presentation, and interactive sessions if the particular style calls for it, and perhaps even the inclusion of physical demonstrations to further cement the impact the speech is meant to make.



Chapter 3:

Overcome The Fear Of Public Speaking

Synopsis

Most public speaking engagements require the presenter to be well prepared for any unveiling scenario, and the more practice the individual has in making speeches, the better he or she will get at doing it. However as everyone has to start somewhere, it may be better to follow a few guidelines penned by those who are very experienced in the area.



Be Confident

The following are some recommendation that should be seriously considered if the individual intends to overcome the fear of public speaking and be impactful in the presentation style:

- One of the most popular advice items given would be to start with smaller groups of people and try to use these opportunities to build on the experience. The initial small group should ideally consist of familiar people such as family members and friends, as they are more likely to give the individual true, clear and helpful criticism should there be any need for it. This constructive criticism will help the individual work on the weaknesses and capitalize on the strengths, thus making better public speaking exercises with each new effort.
- Preparing well, ahead of time, is also another element that will help to calm the frazzled nerves of the individual and allow him or her to have a better grasp on the material intended to be presented. Having complete and thorough knowledge on the material to be presented, will allow the individual to relax enough in the presentation style to be able to focus on other areas such as connecting with the audience and engaging them mentally, visually and audibly.
- Although the individual may have practiced enough to assume that everything is well memorized, it would be wise to carry a set of

cards where important points are written on each card. This is a helpful tool to have, if for some reason the individual loses momentum.

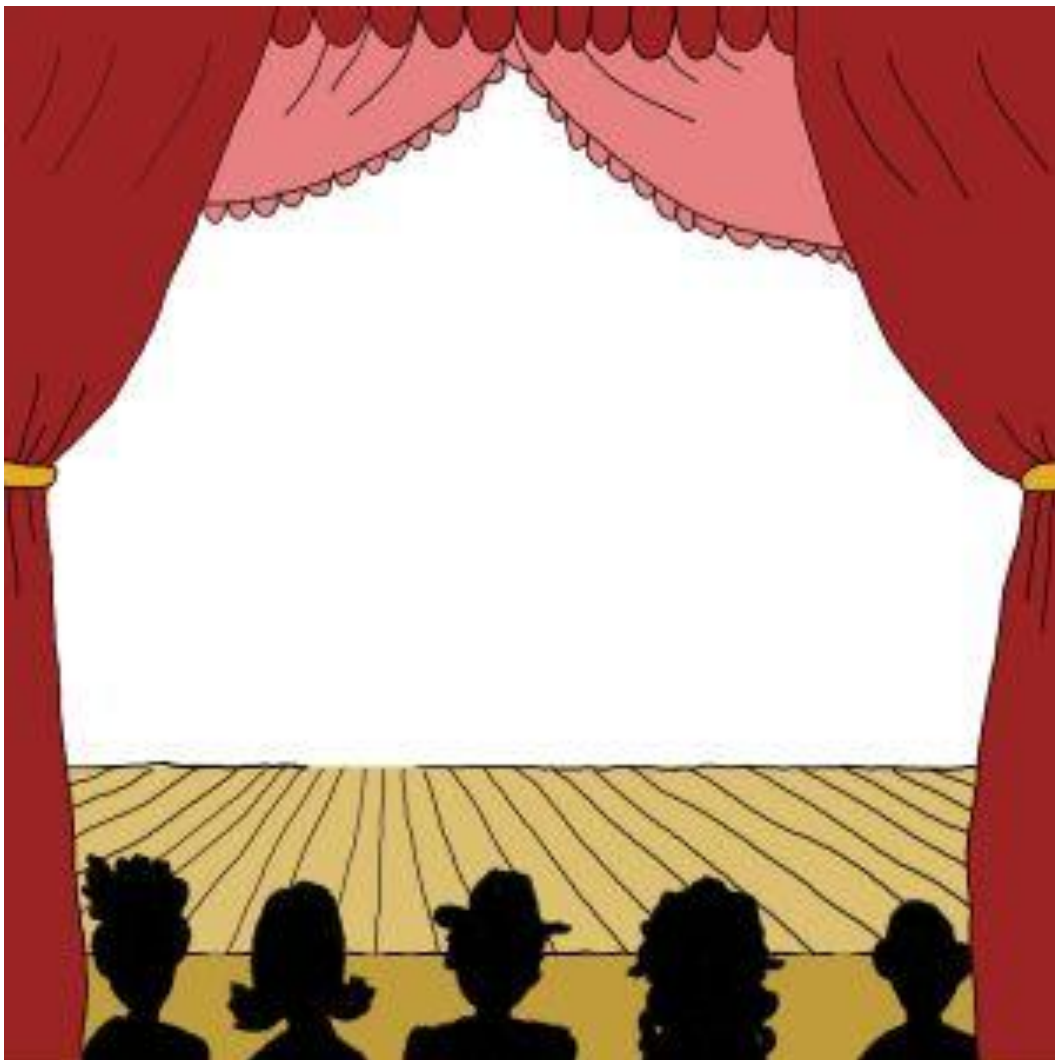


Chapter 4:

Screw Perfection, Just Speak

Synopsis

Some presenters are so concerned with perfection that they often forget to connect with the audience on a very basic level. These presenters are usually more concerned with the overall endeavor, than with the actual human factor a lot of speeches lack.



Don't Sweat The Small Things

The idea of making a speech or speaking publically is to impart knowledge in several different ways, and this would very much depend on the type of listening audience the presentation is meant for. Designing the presentation so ensure its suitability and overall impact it is to make would require a lot of connecting elements to fall into place and ensure the success of the endeavor.

However sometimes, there is a need to simply speak, without all this messy (although in most cases necessary) exercises to acquire good input content. Being able to speak without the aid of all these elements takes practice. People who have been in this line for a while, are more likely to be able to pull off speaking “off the cuff” with confidence and certainly without all the fuss.

One way of doing this comfortably and spontaneously, is to be well informed in various different topics, should the need arise for an impromptu speech to be given. Being able to speak on almost anything, will give the individual the comfortable mindset, which will be clearly displayed through the confidence shown and through the ease in which the speaking exercise unfolds.

Being well prepared before a particular speaking engagement, will also help the individual make the presentation well, without all the complications of having to follow the pre prepared routine. Sometimes the “just speaking” part becomes necessary when

something goes wrong, and the individual is required to carry the speech exercise effortlessly. Here again, previous experience or proper preparation, will greatly help make this seemingly causal presentation come out looking professional and well planned.



Chapter 5:

Repetition Is The Mother Of Skills

Synopsis

The above statement is in line with the popular quote which is “practice makes perfect”. There is nothing better than doing something repeatedly until some level of perfection is evident in the general outcome. Most people are aware of this, but few take the time and effort to master something this way.



Try And Try Again

Doing something repeated is only beneficial if the individual stays committed and focused to improving further at each attempt. Then only will the whole exercise seem worth the effort and time. However it should be noted that repetition is often viewed negatively rather than positively, as most people begin to get bored and thus do not whole heartedly commit to the exercise. However, for those who understand the value of repetition, the results can be very positive and certainly not a waste of their time. The more times an attempt is made on a particular exercise, the better the quality of the results and at some point the whole venture will unfold effortlessly and without much need for preparation.

Leading the thought process to embark on the journey to perfection requires the effort of consistency and this can be ideally achieved with a lot of repetition. The thought process will then automatically lead and the action manifested will be the resulting eventual perfection through the course of the repetition exercise. Sometimes these processes can be identified as habits and if these “habits” are positive and contributing well to the entire exercise, then it becomes a welcomed element in the quest for perfection. Underestimating the power of repetition is why most people are unable to get something right, even when several attempts are made. Any amount of attempts will not produce the desired results, if the individual does not focus on making adjustments and improvements each time around.

Chapter 6:

Serve Others Through Speaking

Synopsis

This does not seem to be an effective way of helping others, but for those who are aware the power the spoken word has, serving others through speaking is not something that is ridiculous or impossible.



Faith

Being able to impart knowledge or teach something to another person is also a form of helping them gain a positive element in life. Speaking on things that would be beneficial and helpful to others would indirectly help to serve their needs for guidance and information. Speaking within the teaching format also is another way of imparting helpful information to others who would want to learn about what is being spoken and for those who simply just want to learn more.

Being prepared with the relevant material would create the circumstances to ensure the speaking exercise helps those around. Besides the actual act of speaking, there are many other verbal ways of communicating the substance of what is intended to be gotten across to the listening party. At speaking engagements, the individual is basically imparting knowledge for those present to be able to learn something from what is being presented. Those listening will be able to put into practice just what they heard and derive the same level of satisfaction as touted by the speaker.

The power of speech can also be used as a platform to influence others into taking on speaking engagements to encourage and build confidence. When these two elements are present it would be very unlikely for the speaking process to become a waste of time. The use of encouraging words and phrases will also help

the listener to want to commit to doing better, thereby further helping to serve others and creating a more comfortable and understanding platform. Speaking engagements can also have the positive effect of a good guidance tool for the listening audience.



Chapter 7:

Rehearse Your Speech In Your Head

Synopsis

Being able to speak at public engagements is sometimes a very daunting exercise to perform, but there are things that can be done to make the entire experience more comfortable and less stressful.



Go Over It Time And Time Again

When an individual is able to deliver a speech well, the resounding applause received can be a big boost to the individual's ego. Therefore being well prepared and making a good presentation would be the ideal intention to root for or focus on. Some people find that rehearsing a speech several times in their heads, helps to give them some level of confidence and a sense of the overall requirements for the presentation. Actions, vocal adjustments, facial and hand expressions, body language and many other connecting elements, can be easily imagined in the mind's eye before a presentation is actually made.

When the individual is confident enough of the preparation, the underlying feelings of anxiety can be easily eradicated, as he or she is well prepared mentally and physically to deliver the intended speech. Rehearsing everything in the mind, several times can also contribute to the natural delivery of the speech at the actual venue and time. Sometimes the repetitive exercise allow the individual to maintain a certain level of focus even when there are distractions from the audience and this is mainly due to the fact that everything is already clear in the individual's mind. Therefore there would be no worry of losing track of the speech or losing confidence altogether.

Chapter 8:

Effective Methods To Organize Your Speech

Synopsis

Every time a speaker makes a presentation or a speech, the eventual outcome is usually dictated by the amount of effort put into the preparation of the entire endeavor.



Useful Tips

The following are some tips on how to ensure the use of effective methods to organize preparing well designed speeches:

- Firstly, the individual should have a clear understanding of the reason for the speech and the general idea behind its presentation requirements. With this information, the next step would ideally be to know a little about the audience to ensure the content of the speech is designed to favor their interests and understanding capacities.
- Once the above has been established, the actual content of the speech can be worked on. Having good aiding tools to help make the presentation exercise smooth and enjoyable would be a good idea. These tools may include point cards, note pads with descriptive words used to identify the points to be presented, visual aids so make the presentation more exciting to the eye, and any other tool deemed necessary to compliment the presentation.
- In the actual formation of the speech content, certain rules should be applied too. These would ideally cover the introduction, middle section and conclusion of the speech, with the use of proper and accurate information. This information should be designed to be presented in an interesting, engaging and exciting manner. Practicing on a smaller group and getting some feedback would also be part of an ideal organizing method, as this is give the

speaker some idea of the reactions to be expected during the real and actual presentation. If this initial presentation does not garner the results desired, then adjustments can be made at this stage to incorporate improvements where necessary.



Chapter 9:

Attract Attention With Body Language.

Synopsis

Making speeches is not something to be taken lightly, if the individual intends for the impact to be forceful and result driven. There are a lot of different elements that should be included in the actual presentation of the speech to ensure the audience is immediately enthralled and engaged.



Get Them Focused

Using the very basic tool of body language to engage the audiences' attention is something all presenters should master. Using body language to drive home a point or to make a lingering effect statement is better than engaging any other of the audiences' senses. Body language is an effective way to attracting and maintaining the attention of the intended receiving party. Audiences usually feel a high level of intensity and connection with a presenter who is able to capitalize on the body language as an effective tool for assisting in making an impactful presentation or speech.

There are a lot of points that can be emphasize, with the use of the appropriate and corresponding body language to create the impact needed to get and hold the attention of the audience. When this tool is successfully mastered and used widely during the speech presentation exercise, the audience will be further "entertained" and thus more enthusiastic about maintain a rapt attention level.

This body language would be likely to include a lot of smiling, hand gesture, head tilts, direct eye contact, handshakes, comical movements (should the presentation call for such a display) and any other movements that may help to keep the attention span of the listening audience. Beside this, other equally impressive and attention demanding body language antics, would include other elements such as the way the presenter stands, addressed the audience, walks on stage or into the designated area for the speech.

Chapter 10:

Handling Questions Successfully

Synopsis

Speech presentations usually encompass a varied spectrum of elements, one of which is the addressing of questioning being put forth by the audience. If there is such an interaction, whereby interesting and legitimate questions are begin asked, this can be taken to mean that the presentation was fairly successful in its goal to get the audience attention and participation.



Have The Answers

Therefore a presenter should be happy and more than willing to address any of the queries from the audience. However there is also the very important exercise of ensuring the appropriate amount of preparation is allotted in order for the presenter to tackle such question effortlessly. Being able to provide the answers and ensuring that the answers given are relevant to the questions asked, is also equally important, as this will help to reassure the audience and put rest to their doubts effectively.

In general most people are impressed when their questions are taken seriously and answered to their satisfaction. If the presenter takes the time and effort to be as well informed as possible about the subject being presented, then answering these questions will not become an overwhelming portion of the endeavor. Being able to address this phase in the presentation with ease is definitely a plus point for the presenter. It will also show the level of confidence and the quality of both the presenter and the material being presented.

Therefore the exercise of being thoroughly prepared and having a good understanding of the material to be presented is very important and almost the defining factor that will make or break the success of the entire presentation.

Wrapping Up

Although public speaking is something that most of us would like to avoid, sometimes there may not be a way around it. The tips that you have read will greatly help you when it comes to preparing future speeches. Just remember, practice makes perfect and preparation makes all the difference. Use these tips to give an awesome presentation the next time you speak.

