

Become a Confident Speaker Worksheets

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Introduction

These Worksheets and Checklists are to be used in conjunction with the book, “Become a Confident Speaker.” Read that first.

Choose one or two items at a time that you would like to work on, print out the worksheet and practise regularly. You will soon become a Confident Speaker.

Best Wishes

Paul Andreas

Top 10 Public Speaking Problems & How to Overcome Them

A Practical Reference Guide

#	Problem	Why It's a Problem	Solution
1	Fear & Anxiety (Glossophobia)	Causes physical symptoms, mental blocks, and lack of confidence	Practice regularly, use breathing techniques, visualize success, start small
2	Lack of Preparation/Structure	Leads to confusion, rambling, and lost impact	Use a clear outline, rehearse, have a strong opening and closing
3	Monotone or Unengaging Delivery	Bores the audience and loses attention	Vary tone and pace, use stories, ask questions, use gestures
4	Overuse of Fillers	Distracts the audience, shows lack of polish	Practice replacing with pauses, record yourself, speak slower
5	Speaking Too Fast	Makes comprehension difficult, signals nerves	Slow your speech, use deliberate pauses, breathe intentionally
6	Lack of Audience Awareness	Results in mismatched content, disconnection	Know your audience's background and interests, tailor your message
7	Reading Slides or Notes	Reduces connection, appears unprepared	Use slides for visuals only, practice enough to speak naturally

8	Poor Body Language	Undermines credibility and distracts	Stand confidently, use eye contact and purposeful gestures
9	Information Overload	Confuses the audience, key points are lost	Focus on 2–3 main ideas, simplify, use visuals to reinforce
10	Unclear Message or Takeaway	Audience leaves unsure of what they learned	Define your message early, repeat key points, end with a summary or call to action

Tips for Using This Guide:

- Choose one or two problems to focus on improving at a time.
- Use video recording or feedback from a friend to track your progress.
- Apply these tips differently depending on the context: professional, academic, or social.

Public Speaking Confidence-Building Checklist

Print out this checklist and use it to gradually build your confidence in public speaking. Start small, stay consistent, and celebrate your progress!

- Speak up in a small, safe group (e.g., meeting, class, family gathering).
- Practice a short talk in front of a mirror or trusted friend.
- Join a supportive speaking group like Toastmasters.
- Record yourself speaking for 1–2 minutes and review it.
- Give a short, prepared talk (60–90 seconds) on a familiar topic.
- Create a go-to introduction or personal story to use when needed.
- Set a weekly speaking goal (e.g., speak once in a meeting).
- Write down and reflect on every public speaking attempt in a journal.
- Use deep breathing before speaking to stay calm and centered.
- Visualize a successful talk before stepping up to speak.
- Celebrate small wins and reward yourself for progress.

 ***Tip: Confidence comes with action. Keep practicing and trust the process!***

Breathing Techniques for Confident Public Speaking

Use this guide to reduce anxiety, improve voice control, and stay calm and confident while speaking.

1. Box Breathing (Square Breathing)

Use this before speaking to calm nerves.

- Inhale through your nose for 4 seconds
- Hold for 4 seconds
- Exhale through your mouth for 4 seconds
- Hold for 4 seconds

Repeat 3–5 times.

2. Diaphragmatic (Belly) Breathing

Builds a strong, steady voice and reduces shallow chest breathing.

- Sit or stand with a straight back
- Place one hand on your chest, one on your belly
- Inhale through your nose so only your belly rises
- Exhale slowly through your mouth

Practice daily for 5–10 minutes.

3. Extended Exhale Breathing

Calms your body by activating the parasympathetic nervous system.

- Inhale for 4 seconds
- Exhale slowly for 6–8 seconds

Repeat to calm anxiety quickly.

4. Paced Breathing While Speaking

Use this while delivering your speech to stay grounded.

- Pause briefly after each sentence
- Inhale silently during the pause
- Let the breath support your next sentence
- Use pauses as a tool to control pace and calm yourself

Summary Tips

- ✓ Before Speaking: Use Box or Diaphragmatic Breathing for 3–5 minutes.
- ✓ During Practice: Rehearse using belly breathing and intentional pauses.
- ✓ While Speaking: Use paced breathing and embrace silent pauses.

Tips for Effective Visualization

- **Be Specific:** Include vivid details to make the mental image realistic.
- **Include Body Language:** Reinforce physical confidence through imagined gestures and stance.
- **Rehearse Difficult Parts:** Mentally practice handling nerves, stumbles, or tough questions.
- **Combine with Mirror Practice:** Enhance muscle memory with physical and visual reinforcement.
- **Add Positive Self-Talk:** Use affirmations like 'I'm prepared' or 'I can do this.'

Speech Rehearsal Checklist

Use this checklist to prepare, polish, and practice your speech effectively. Tick off each step as you go!

-  Rehearse Out Loud

Speak the full speech aloud multiple times to become comfortable with your words.

- Practice in Front of a Mirror

Observe your expressions, gestures, and posture.

-  Record Yourself

Use video or audio to evaluate your pace, tone, and body language.

-  Practice Standing and Moving

Rehearse while standing to simulate the real presentation environment.

-  Time Yourself

Ensure your speech fits the time limit and flows well.

-  Practice for Someone

Deliver the speech to a friend or colleague and get feedback.

-  Chunk and Repeat

Practice each section separately, then connect them smoothly.

-  Add Pauses and Breathing

Use pauses for emphasis and control your breathing.

-  Use Notes Wisely

Rehearse with a brief outline instead of a full script.

-  Simulate the Real Setting

Rehearse in a space similar to the actual venue.

Speech Outline Template

How to use this template: Print it out and fill it in to save you time and give you an outline of your speech.

 **Title of Your Speech:**

 **Purpose (What do you want to achieve?):**

Inform Persuade Inspire Entertain

Brief Purpose Statement:

1. INTRODUCTION

A. Hook / Attention Grabber (e.g. story, quote, question, fact):

B. Topic Introduction / Context:

C. Purpose & Relevance (Why this matters):

D. Preview Main Points:

1.

2.

3.

2. BODY

Point 1: [Main Idea]

Supporting Detail / Example / Story / Statistic:

Transition to Next Point:

Point 2: [Main Idea]

Supporting Detail / Example / Story / Statistic:

Transition to Next Point:

Point 3: [Main Idea] (Optional)

Supporting Detail / Example / Story / Statistic:

3. CONCLUSION

A. Summarize Key Points:

B. Reinforce Core Message:

C. Closing Impact / Call to Action / Final Thought:

Public Speaking Engagement Guide

This guide provides practical strategies to help you connect with your audience through stories, questions, and interactive techniques. Use these tools to make your speech more memorable, dynamic, and impactful.

1. Use Stories to Connect and Inspire

- **Make It Personal:** Share your own experiences, struggles, or victories to create authenticity.
- **Connect to the Message:** Every story should lead to a clear point or lesson.
- **Use the STR Formula:** Situation - Tension - Resolution: create a mini-narrative arc.
- **Be Specific and Visual:** Use vivid language to paint pictures in the audience's mind.
- **Keep It Focused:** Cut out details that don't serve the message; aim for 1–3 minutes.
- **Use Vocal and Physical Expression:** Act out the story with tone shifts, pauses, gestures.
- **Use Stories as Transitions:** Let stories link or open/close major points in your speech.

2. Ask Questions to Stimulate Thinking

- **Start with a Question:** Hook attention with a thought-provoking or surprising question.
- **Use Rhetorical Questions:** Make the audience reflect without needing an answer.
- **Ask for a Show of Hands:** Creates immediate interaction and makes people feel included.
- **Invite Short Responses:** Use yes/no or 1-word answers if the setting allows.
- **Link Questions to Your Message:** Each question should support the point you're about to make.
- **Pause After Asking:** Give time for thinking—don't rush into your next sentence.
- **Be Warm and Respectful:** Make sure no one feels put on the spot or judged.

3. General Tips for Audience Engagement

- **Make Eye Contact:** Connect with different parts of the room—not just one person.
- **Use Names if Appropriate:** If it's a smaller group, personalize your interaction.
- **Use Humor Sparingly:** If it fits your style and topic, it lightens the mood.
- **Read the Room:** Adjust energy or examples based on audience response.
- **Encourage Participation:** Invite opinions, experiences, or questions.
- **Use Visuals or Props:** Add variety to your delivery and illustrate ideas.
- **Move With Purpose:** Avoid pacing; use movement to emphasize or transition.

Filler-Free Speaking Warm-Up Worksheet

Here's a **Public Speaking Warm-Up Worksheet** designed to help you reduce filler words and build fluency, confidence, and control before your speech. This worksheet includes daily exercises and guided practice steps.

Daily Warm-Up Routine (5–10 Minutes)

1. Breath and Focus (1 Minute)

- Stand tall, relax your shoulders.
- Inhale deeply for 4 seconds, hold for 4, exhale for 6.
- Repeat 3 times.
- Say aloud: “I speak with clarity and confidence.”

2. Pause Practice Drill (2 Minutes)

Instructions: Read aloud any short paragraph (from a book or this sheet).

- Pause **deliberately** at every comma and period.
- Do not rush.
- Example:

“Public speaking is a powerful skill. *[PAUSE]* When we pause instead of using filler words, *[PAUSE]* we sound more confident and intentional.”

3. Filler Word Elimination Game (2–3 Minutes)

Instructions: Choose a random topic (e.g. “my morning routine”). Speak for 60–90 seconds **without using fillers** like “um,” “like,” or “you know.”

Tip: Record yourself and review.

4. Transitional Phrase Practice (2 Minutes)

Say these phrases out loud, then use them in sentences:

- “What I want to highlight is...”
- “Let’s look at another example...”
- “To put it simply...”
- “This brings me to the next point...”

→ Now try connecting 3 ideas using these phrases.

5. Quick Impromptu Challenge (1–2 Minutes)

Pick one of the prompts below. Set a timer for 1 minute. Speak without prep and try to:

- Pause instead of using filler words
- Use a confident tone
- Stay structured (intro, point, example)

Sample prompts:

- “Why I enjoy weekends”
- “The best food I’ve ever eaten”
- “One thing I would change about the world”

Weekly Reflection

At the end of the week, answer:

- What filler words do I still use most?
- What technique helped me the most this week?

What goal will I set for next week?



Tongue Twisters for Public Speaking Practice

Use these tongue twisters as a vocal warm-up before public speaking. They are designed to help you improve clarity, articulation, and confidence. Start slowly and increase speed as you become more comfortable.

Sibilant Sounds (S, SH, Z)

- She sells seashells by the seashore.
- Silly Sally swiftly shooed seven silly sheep.
- Six slippery snails slid slowly seaward.

L and R Sounds

- Red lorry, yellow lorry, red lorry, yellow lorry.
- Truly rural, truly rural, truly rural.
- Larry rolled a round rock along the road.

P, B, and T Sounds

- Peter Piper picked a peck of pickled peppers.
- Big black bugs bleed blue-black blood.
- Betty Botter bought some butter, but she said the butter's bitter.

Th and D Sounds

- The thirty-three thieves thought that they thrilled the throne.
- This thin thistle that I'm thinking through is thoroughly thorny.
- They threw three thick things through the thickest thicket.

Articulation Practice

- Unique New York, unique New York.
- A proper copper coffee pot.
- I slit the sheet, the sheet I slit, and on the slitted sheet I sit.



7 Tips for Using Slides in a Presentation

Use this quick reference guide to create clear, engaging slides that support your message without distracting your audience. These tips will help you deliver a confident and professional presentation.

□ One Idea per Slide

Focus each slide on one clear message. This helps your audience stay engaged and absorb your content more easily.

🖼️ Use Visuals to Support, Not Distract

Include charts, images, icons, or graphs that clarify your point. Avoid decorative or unrelated visuals.

⌘ Keep Text Minimal

Limit text to keywords or short bullet points. Slides should support your talk—not repeat it.

🎯 Stick to a Clean, Consistent Design

Use the same fonts, colors, and layout throughout your presentation. Make sure text is readable and design is simple.

🗣️ Talk to Your Audience, Not the Screen

Maintain eye contact. Use the slide as a guide, but engage your audience directly.

📍 Control the Pace

Advance slides only when needed. Time transitions with your speech to keep the flow natural.

📌 Highlight Key Points

Use bold text, color, or simple animations to draw attention—without overloading the slide.

Power Poses

Practise adopting these poses regularly and your confidence will improve. Your body language is a reflection of your inner emotions. The opposite is also true – you can change your emotions by changing your body language.

BODY LANGUAGE TIPS FOR PUBLIC SPEAKING



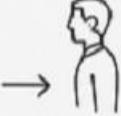
1. STAND TALL AND GROUNDED
Maintain a straight, upright posture with your feet shoulder-width apart.



2. MAKE MEANINGFUL EYE CONTACT
Connect with your audience by looking at individuals for a few seconds at a time



3. USE NATURAL AND GESTURES
Let your hands move naturally to emphasize key points



5. AVOID FIDGETING
Keep unnecessary movements to a minimum



5. MOVE WITH PURPOSE
If you walk during your speech, do so intentionally

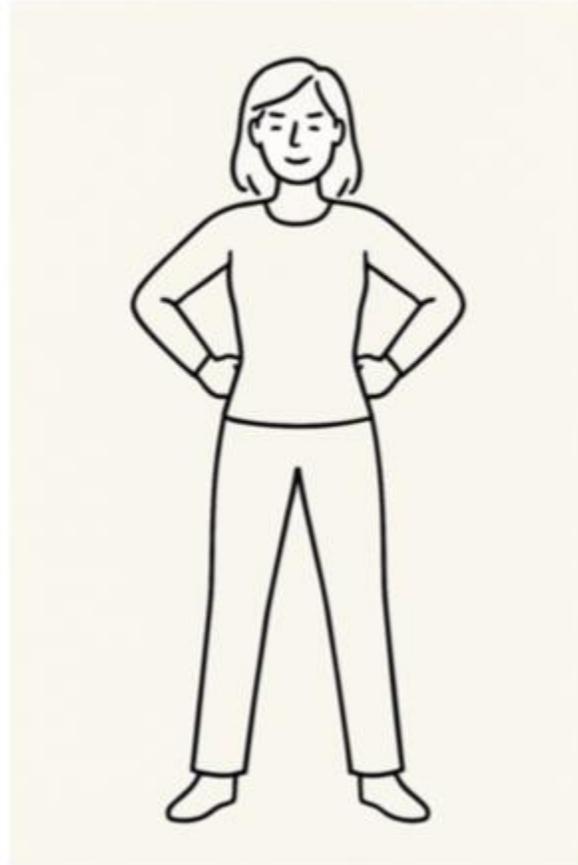


5. AVOID FIDGETING
Keep unnecessary movements to a minimum

6. MATCH FACIAL EXPRESSIONS TO YOUR MESSAGE
Let your face show enthusiasm, empathy, or concern as appropriate

7. FACE YOUR AUDIENCE FULLY
Square your shoulders toward the audience

Just before giving a speech find an empty room or bathroom cubicle and adopt the Superwoman pose for two minutes then you will step on stage feeling confident.



7 Tips for Using Storytelling in a Presentation

Storytelling isn't just for novels or movies — it's a powerful communication tool. When used effectively, it can captivate your audience, simplify complex ideas, and leave a lasting impression.

Use these storytelling techniques to inspire, engage, and drive your message home. The right story, told the right way, can be your most powerful presentation tool.

✓ 1. Start with a Hook

Open your presentation with a compelling story — a personal moment, surprising fact, or relevant anecdote. This grabs attention and sets an emotional tone.

✓ 2. Make It Relevant

Ensure your story connects clearly to your message. Use it to bridge the gap between your audience's curiosity and your core idea.

✓ 3. Show, Don't Just Tell

Use vivid descriptions and real characters. Paint a picture so your audience can visualize the scene.

✓ 4. Use the Classic Structure

Structure your story with a beginning, conflict, and resolution. Create momentum and lead your audience to your key insight.

✓ 5. Keep It Short and Focused

Keep your story within 1–2 minutes. Trim anything that doesn't support your message.

✓ 6. Add Emotion, But Stay Professional

Share honest emotions, but remain composed. Emotion enhances memory and creates connection.

✓ 7. End with a Message

Clearly state the takeaway. Make the moral or lesson obvious and aligned with your presentation goal.

Information Overload Checklist

- Eliminate irrelevant information.
- Reduce the number of bullets on each slide.
- Reduce the text on slides and increase visuals.
- Limit to one point per slide.

Figuring out which point you want to make on each slide and reducing the information down will help your audience to absorb your message and allow them to focus on the most important points.

- Tell a story.

Think of yourself as a storyteller rather than a presenter. Using stories can help to illustrate your point, making it more memorable and your talk more interesting.

7 tips for creating an engaging presentation Using Stories

Here are **7 practical and motivational tips** on how to use **storytelling effectively in a presentation**, especially for professional audiences:

1. Start with a Hook

Grab attention

2. Make It Relevant

Ask yourself: *What's the lesson here?* Then align it with your main point.

3. Show, Don't Just Tell

Use vivid details, sensory language, and real characters. Help your audience see the scene in their minds.

4. Use the Classic Structure

Beginning – Conflict – Resolution

5. Keep It Short and Focused



Ask yourself: *Does this support my key point?*

6. Add Emotion, But Stay Professional



Goal: Inspire trust, not pity.

7. End with a Message



Example: “That moment taught us that simplicity wasn’t just nice — it was essential.”

Checklist for Giving a Clear Message

✔ 1. Know Your Core Message

Ask: 'What's the one key idea I want them to remember?'

✔ 2. Structure Your Content Logically

Use a clear structure: Introduction, Body, Conclusion. Use transitions like 'First,' 'Next,' and 'To wrap up.'

✔ 3. Use Simple, Precise Language

Avoid jargon and complex language. Speak clearly and naturally.

✔ 4. Limit One Idea Per Slide or Section

Each section or slide should present just one idea. Stay focused .

✔ 5. Support with Examples or Stories

Examples and stories make abstract ideas relatable and create an emotional connection

✔ 6. Use Visuals to Reinforce, Not Distract

Choose visuals that clarify your message.

✔ 7. Repeat and Reinforce the Key Point

State your key message at the beginning, repeat it during, and reinforce it at the end.

Clear messages are powerful messages. When your audience understands you, they trust you — and they remember what you said.

