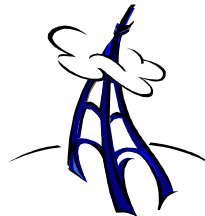
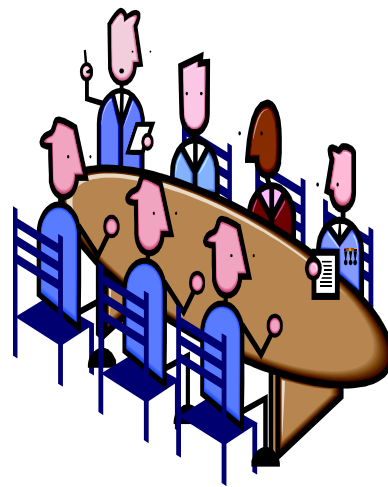


# Speaking in Front of Groups

## *Participant Booklet*



Blue Tower Training Center

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## Part 1: Be Prepared



### **REMEMBER:**

It's not what **you say**,  
it's what your **audience hears or learns!**

# What is This Workshop About?



**After the Speaking In Front of Groups workshop, I will be able to:**

1. Tell what I need to know about my audience.
2. Know how to clearly say what I want to say.
3. Look good and sound good to others.
4. Control my fear of speaking up.
5. Know how to get my audience to listen.
6. Know how to organize my talk.
7. Help others learn how to speak in front of groups.

# Things to Remember when speaking in front of a group....

- ✓ Speak slowly, clearly, and loudly.



- ✓ Bring notes to help you remember what you want to say.



- ✓ Be honest.

- ✓ Be kind.

- ✓ Show your feelings.



✓ Use words that are easy to understand.

✓ Ask people if they have any questions.



✓ Dress right for the meeting or class. For people to take you seriously, wear neat, clean clothing and shoes.



✓ Make sure your body, hair and teeth are clean.

✓ Use good eye contact.



✓ Stand up when speaking, if possible.

✓ Smile. Share a positive attitude.



- ✓ If you don't understand what someone is saying, ask to have it explained differently. Be prepared to explain something differently if someone else doesn't understand.



## Some of the words that we use in this workshop and what they mean:

**Audience** is the people you are talking to.

**Advocate** is a person who speaks up for what someone else needs or wants.

**Confidentiality** is when we keep information private.

**Curriculum** is the guide that teachers use to teach a class. It has the objectives of the class and how to teach that information or skill.

**Empowerment** means to help someone have more power and control.

**Objectives** are what you are helping people learn or understand.

**Peer Trainer** is someone that teaches to others who are similar to them in some way (same age group, same problem).

**Respect** means to be concerned about others and treat them nicely.

**Responsibility** means to be able to answer for your acts or decisions, to be able to choose between right and wrong.

**Self-Advocate** is a person who speaks up for himself or herself and may choose to speak up for others as well.



## **Part 2: Your Image: Looking and Sounding Good!**



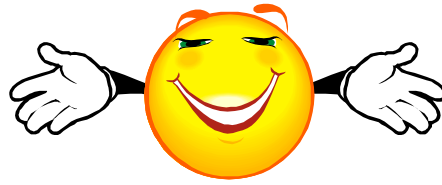
**REMEMBER:**  
**It's not what you say, it's what they hear.**

**First Impressions...**what does this mean?

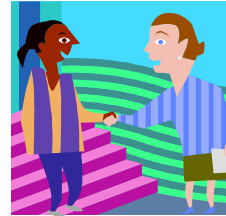
**"You never have a second chance to make  
a first impression"**

## Body Language

- ✓ posture
- ✓ eye contact
- ✓ expression on your face
- ✓ habits
- ✓ personal space
- ✓ shake hands when appropriate



Practice **introductions and hand shakes.**



## Tone of Voice

**Tone of Voice is defined as the quality of a person's voice or how they say what they're saying.**

Said four ways using different tones of voice, this sentence has four different meanings:

**Hey, come over here!**

## **Ask yourself these questions:**

Do I like the tone of my voice?

What makes the tone of my voice change?

## **REMEMBER:**

It's not **what** you say, it's **how** you say it!

## **About Stagefright (your nervousness and fear of speaking in front of groups)...**

How does stagefright feel?

Ideas for controlling stagefright





## Stage Fright: What to do if you're nervous...

Practice in front of a mirror or in front of a person you trust.

Be on time or early. Give yourself plenty of time.



Eat something ahead of time, but don't eat a lot. Stay away from heavy, greasy foods, caffeine, and drinks with carbonation, like soda pop.



Take deep breaths

Dress in lightweight and light colored or print clothing so "they can't see you sweat."

Get enough sleep the night before.



Turn off your cell phone or pager.



Ask your audience questions or let them ask you questions.

Don't be afraid to admit that you forgot what you wanted to say.

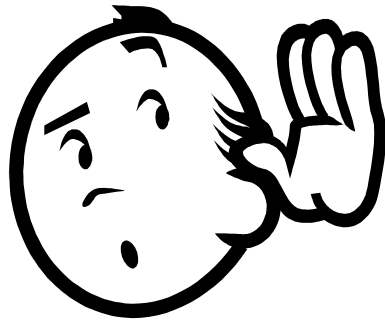
Try to meet some of your audience members ahead of time.

Tell yourself: I'm glad I'm here.  
I'm glad they're here.  
I know what I know.  
I care about them.

Think positive and smile!



## Part 3: How to Get Your Audience to Listen



**Speaking is about  
your audience,**



**not about you!**



Don't talk about private or personal things to strangers.

Think about the people listening to you.

Who will be listening to you?

# Know Who You Are Talking To!

Is this the right audience for what you want to say?

Who are you talking to?

Why are they here?

Do they have to be here?

Is the meeting serious or light and happy?

Do people like your topic?

Do they already know about your topic?



# What to Do to Get Your Audience to Listen and Understand:

- ✓ Look your audience in the eye!



- ✓ Talk to them, not about you.

- ✓ Try to stay positive, upbeat.

- ✓ Use humor, examples, and stories.



- ✓ Don't ramble or talk too long.

- ✓ Don't interrupt.

- ✓ Listen to your audience. It's more important to listen than to talk.



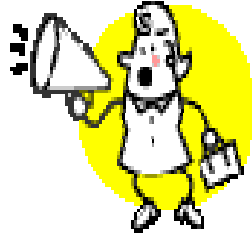


**What I Hear  
I Forget.**

**What I See  
I Remember.**

**What I Do  
I Understand.**

## Part 4: What Is Your Message?



***"Lord,  
fill my mouth with worthwhile stuff  
and shut it when I've said enough."***

### Getting Ready to Talk

- ✓ Stay on your topic. Don't get sidetracked.
- ✓ How much time do you have?
- ✓ Know what you want to say...don't ramble.
- ✓ Make an outline (a list of things you want to be sure to say)



- ✓ Make notes for yourself. Use a highlighter for important words:
  - on the meeting agenda
  - on index cards
  - on your notes or outline



### **The 4 parts to a speech or presentation:**

1. Introduction
2. Main information about your topic
3. Questions
4. Thank you!

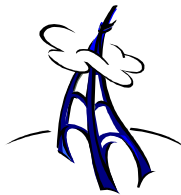
Before you speak, tell yourself:

**I'm glad I'm here.**

**I'm glad they're here.**

**I know what I know.**

**I care about them.**



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