

COMMUNICATING CLEARLY

When Speaking Before a Group:

Get the group's ATTENTION.

Don't try to talk over a distracted crowd. Some ways to get attention:

- ♥ Stand silently with "Peace, Be Still or "1 Love You" Symbols
- ♥ Shout: "If you can hear me, clap once. If you can hear me clap # times
Shout: "Alright Alright, . . ." (leading into clapping)
- ♥ Whistle, start a joy song, the Y.O.U. Upclap, or play music.

Speak S-L-O-W-L-Y and clearly. E-NUN'-CIATE!

You already know the information. The audience doesn't. They are not only trying to understand the words you're saying, but process their meaning as well. Give them a chance to do both!

Talk TO your audience, not AT them

Just as there's a difference between TELLING people a story and READING it to them, GIVE INFO. Don't just read it.

BE CLEAR, COMPLETE & CONCISE.

You need to understand the relevant concepts & details to convey it effectively. If needed, boil down larger blocks of info and put into your own words.

KEEP the group's ATTENTION

As people start to chat amongst themselves the natural instinct is to try to talk louder so you'll be heard. You may end up just providing more noise which others need to talk even louder to overcome. Instead, you may want to:

- ♥ Stop talking & wait for silence before continuing
- ♥ Use a microphone, or increase volume (or hold closer) if using one
- ♥ Remind people that others still need to hear this information
- ♥ Start singing, chanting, humming, dancing, praying etc.
- ♥ Repeat what was just said for those who didn't hear

Practice MULTIPLE, REDUNDANT COMMUNICATION

Provide necessary info various ways, several times. When giving activity/lesson instructions, be sure to hit on the WHY, WHAT & HOW (for those with different processing preferences). Ask someone with a different process to help fill in the blanks.

***Always ask for QUESTIONS and
INFO/REMINDERS you May have MISSED***

PREPARING YOUR VOICE

Tongue-Twisters To Practice Enunciation

(followed by success rate, according to “The Most Difficult Tongue-Twister” analysis)

Toy Boat. (5 times fast) (67%)

Better baby buggy bumpers. (97%)

Three new blue beans in a new-blown bladder. (90%)

Long slim slick sycamore saplings. (87%)

The seething sea ceaseth and thus the seething sea sufficeth. (3%)

Sixty-six sick chicks. (77%)

Tie twine to three tree twigs. (80%)

Twixt six thick thumbs stick six thick sticks. (93%)

Breathing Exercise To Relax Vocal Cords

The adrenalin build up that often precedes speaking in front of a group can tighten your vocal cords, which may cause your voice to crack and sound higher than usual. To relax the muscles and lower your voice, try this exercise.

Standing with feet planted firmly and slightly apart (don't lock the knees) take a deep breath in raising your hands over your head.

On the exhale, bring your hands behind your back and press gently against your back. While exhaling, chant the vowels, A-E-I-O-U or OM.

Repeat this several times and then do a few gentle neck rolls. You will be amazed at how much calmer and resonate your voice will sound!

ENGAGING AN AUDIENCE WITH STORY OR SONG

Whether telling a story, reading Announcements or Daily Word, or leading a joy song, the way in which you choose to present it will impact others' experience. If you're not into it or understanding it, the audience has no reason to either.

SHARING A STORY or READING

Think about someone you remember being bored having to listen to. Are you able to engage others with your own presentation style?

Understand the differences between:

- ♥ Telling vs. Reading Out Loud
- ♥ Presenting vs. Rote Reciting
- ♥ Engaging vs. Boring
- ♥ Projecting vs. Mumbling
- ♥ Pacing vs. Speed Reading

Practice, practice, practice!

- ♥ (try different emotions, accents, tempos)
- ♥ Be sure you've read through the material, understand it and know how to pronounce all words. (Don't waste peoples' time trying to figure out what you're talking about as you go.)
- ♥ Present with the appropriate attitude. Be willing to be dramatic, silly or entertaining.
- ♥ Vary your voice(s) & tempo. Pick key words/phrases to emphasize. Pause occasionally. Avoid going monotone.
- ♥ Use gestures, facial expressions and pictures as appropriate. If a narrated story, tell the story as others act it out.

About Involving Others

If you give a reading responsibility to others, make sure they read it through & practice reading it aloud (esp. if you don't know how comfortable they are reading in front of groups.)

LEADING A SONG

- ♥ Be prepared. Line up helpers in advance.
- ♥ Make sure people can HEAR & SEE you. Show ENTHUSIASM!
- ♥ For newcomers, explain the intentions of singing together. Give the name of the song.
- ♥ For those who haven't heard it before, give the WORDS & TUNE.
- ♥ If needed, be clear on how many times you will sing it through.
- ♥ Give the PITCH (or find those who can).
- ♥ Add motions, musical accompaniment, rhythm instruments, new verses or versions, pauses, etc as appropriate
- ♥ When leading several songs, mix up new ones with some everyone knows.

About Involving Others

Recognize that even more people have insecurities about singing in public than speaking! (esp. boys with voice changes) Be sensitive yet invite people to stretch comfort zones and enjoy the experience.

How quiet would the forest be if only the best singer sang?

DEVELOPING A TALK

Know Your Subject!

There are many methods for developing a talk, but the key to a talk that comes from the heart and invites others into your message, is knowing your subject. Choose a topic that has meaning for you and use one or more of the tips below to develop an outstanding Heart Talk.

50 Questions

The 50 Question process is an activity for drawing on your own personal knowledge of your subject. It is a method taught by the Dale Carnegie Training program.

Once you have chosen a topic for your talk, with pen and paper (not a computer) write out 50 questions about the subject. Do not attempt to answer the questions, simply write as many questions as you can think of in relation to the theme. Spend no more than 20 minutes doing this task.

After you have written your questions begin organizing them into categories. This will develop your outline. Once the order is determined, begin answering all of the questions from your own personal knowledge only. You can do this portion on the computer if you wish but avoid the temptation to begin researching answers on the internet at this point.

With your outline complete, and your own answers in place, NOW you can begin researching the answers to anything you were unable to answer and details you would like to include. Include quotes and stories if desired.

Storyboarding

Storyboarding is a term used by the film industry for creating a pictorial outline of a film and usually includes drawings of the major scenes to be created. Storyboarding a talk can be done with 3x5 cards, 5x7 cards and/or or half-sheets of paper.

Use the largest size board for your theme and place it on a bulletin board or wall (Be sure to use fastener that will not harm the wall. If using sharpies, write on the paper BEFORE placing on the wall to ensure there is no bleed through to the wall)

Under the theme, place the major points or categories you wish to make. Under each of these, you can place the scripture quotes, details, stories, examples, etc.

The beauty of this process is that you can “see” your talk and how it will flow from one point to the next. You can move the parts around until the flow makes sense to you. When complete, the storyboard becomes the outline for your talk

Three Answers Every Audience Wants to Hear

A sure way to engage your audience is to tell them what they want to hear. When you are sharing something that has meaning to you, your audience will want to know three things. If you answer these three simple questions in your talk, they will not only be engaged, they will take the message home with them.

1. What is it?
2. How does it work?
3. How can it help me?

These questions do not have to be the outline or flow of your talk, but you should always answer them. Once your outline is complete, go through and look for how you have answered them.

PREP Method for Developing Talks

The PREP Method in public speaking is usually recommended for extemporaneous speaking, i.e. impromptu or unplanned talks. However, it is an excellent way to create an engaging and persuasive message. Using the PREP method your outline will include the following:

P - Position or Point

R - Reason

E - Example(s)

P - Position or Point Restated

P – Position

The opening of your talk should clearly state your position or the point of your talk. Your position might be *“Where Attention Goes, Energy Flows”*

R - Reason

Next, you will give the audience the reason you believe your position statement. The reason might be *“When we focus our attention on our fears, we often draw unpleasant experiences into our lives”*

E – Example

The example you share can be a story that reinforces your position or a personal story of how you have experienced this. In this case, your example might be *“I was so worried about the test I was going to take that I couldn’t sleep or concentrate on my studies. As a result, I failed the test”*

E – Position Restated

In the closing of your talk, be sure to restate your position. At this point you may want to sum up that this has been your experience and charge your audience with the task of incorporating something new into their lives. You might say *“So, it should be clear to all of us that where our attention goes, energy flows. If you want to experience positive results in your life, be sure to focus your attention on the positive, on what you wish to experience.”*

CREATING VITAL TOPICS

You don't want to choose a topic based on what you think your audience needs but rather on what has meaning to you. If it has meaning to you it will have meaning to others.

When selecting your topic you must tap into your feelings by asking yourself what is going on in your life right now: Purpose; Problems; Dreams; Curiosity

Process for Creating the Topic

Ask yourself the 3 questions listed below...

Take no more than 8 minutes to write as much as comes to your mind. Your answers are the raw material from which you will discover your topic.

1. What are your most immediate problems – ones you need to solve as soon as possible?

2. What are the most important things you dream of?

3. What do you want to learn or experience?

Identify feeling statements or words that the questions bring up...

Take 2 minutes and go back and read each answer to yourself and write down a feeling that the statement brings up for you. Write the feeling(s) next to the answers.

Identify Your Core Beliefs

Take 5 minutes to recombine the details of your problems, dreams and curiosities with the feeling they have stimulated. Then complete the following sentence for each core belief. T

If I feel _____ about _____ then I must believe:

Create topics

Create topics by mixing words that represent feelings with words that represent details/facts and it will lead you to your topic.

Your topic is _____

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005

CREATING AN AUTHENTIC VOICE

The purpose of your talk is often different than the title of your talk. The purpose is just that – why you are up there speaking. What do you want your audience to gain, understand, explore, etc...

This exercise will help you create stories from your own experience. They can be used as Openers or they can be used to enhance your Talk purpose.

Write down different experiences that you have during the week, ranging from simple interactions to complicated experiences. It might be things like, “I cancelled my lunch plans so I could have more time to complete my project. I feel so relieved!” or “I was delayed in leaving for my appointment, but the delay kept me off the road at the time a serious accident took place.”

Direct Experience Exercise

LAST 24 HOURS	NEXT 24 HOURS
1. People	1. People
2. Places	2. Places
3. Conditions	3. Conditions
4. Events	4. Events
5. Feelings	5. Feelings
6. Joyful Experiences	6. Joyful Experiences

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005

DISCOVERING THE PURPOSE

The Glue That Holds It Together

Purpose gives a speaker stability. The Purpose is the invisible quality that holds your thoughts together. A well-prepared message utilizes purpose by organizing it according to a mental structure that keeps it on course as the speaker presents her point of view. Purpose then becomes the energy of a HeartTalk.

Purpose promotes stability because it is based on the state of mind a speaker seeks to create, the actions a speaker wants to occur, and the results the speaker is seeking.

Purpose never insists on audience response, but conveys unquestionable knowledge of the topic.

STATE OF MIND

A HeartTalk's purpose is to focus on creating a state of mind that will help the listener to transform her own desires into stimulated feelings and inspired thoughts.

To identify the state of mind the HeartTalk seeks to create, the speaker must ask the kinds of questions that confront whatever needs to change within the speaker's heart.

Answer the following questions. Be as spontaneous as you can – put down anything that comes to mind.

Once you have established the state of mind your message will convey, your intellect automatically starts to organize your thoughts around a clear and vivid mentality, resulting in words of confidence and strength.

MY TOPIC _____

- 1. What do I need to learn about myself that would help me be more receptive to my topic?**

- 2. What state of mind would help me create a more productive attitude about my topic?**

- 3. What could I have, that I don't have now, that would provide me with a more direct experience in relationship to my topic?**

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005

CALL TO ACTION

Part of the aim is to redirect the listener's attention to a more productive way of thinking, hence a more productive mode of acting. Speakers must give listeners new ways to think, to help stimulate the concept of new actions such as, moving away from fear. To develop the Call to Action in your HeartTalk, list below the actions that seem to be called for in your topic.

List at least 3 activities that seem to be called for in your topic.

4.

5.

6.

List at least one but not more than 3 ways you tend to change your behavior when it comes to this topic.

1.

2.

3.

List 2 mental, physical, and emotional shifts in consciousness implied by your topic.

Mental:

1.

2.

Physical:

1.

2.

Emotional:

1.

2.

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005

RESULTS: HOW CAN IT HELP ME?

Speakers must clearly convey the goal of their message; otherwise, listeners cannot grasp the intended results. If the audience cannot clearly see a direct benefit then they will discard it as not practical to their lives.

Paradoxically, a HeartTalk never promises a specific result but, rather, a greater experience of the benefit. To do this, the purpose must have an ideal reward – a practical benefit applicable to the listener.

The intention of a HeartTalk is to direct the listener towards an action, thought, or idea that can be internalized to help them achieve a better way to think, yet leaves them free to realize their own result.

Topic _____

List 3 to 5 generalized results each member of your audience will achieve by assimilating your suggestions. Statements should be brief and plausible.

- 1.
- 2.
- 3.
- 4.
- 5.

THE PURPOSE OF YOUR TALK

Now using the information gained from the state of mind, action and result activities, write three short sentences that powerfully describe the purpose of your talk.

- 1.
- 2.
- 3.

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005

TOOLS OF COMPOSITION

LOGIC

Organizes and categorizes important information. Logic emphasizes the power and capacity of your intellect and seeks its cooperation in support of understanding where the heart is leading you.

Abstractions bypass the barriers of culture and tradition and can help both speaker and listener release expectations or prejudicial thinking.

While a HeartTalk seeks to free the heart of the listener by sharing new and creative key ideas (abstractions), the speaker must not forget that the egocentric nature of many listeners tends to reject a speaker who totally ignores the conventional wisdom most often associated with solving problems. The talk must feed both the intellect and the creative appetite of the listener.

STORY

The purpose of a story is to illustrate, and lead the mind of the listener toward, the feeling of what is being communicated. It stimulates the emotional memory of speaker and listener. If using a story to illustrate your purpose, use the following steps in preparation.

1. Read a short story
2. Briefly describe the characters and their universal tendencies.
3. Briefly describe the setting
4. Try telling the story to yourself in 90 seconds
5. Briefly describe how this story relates to their subject matter and your life.
6. Examine if the story has confusion or conflict you can compare to anything currently happening in your life.
7. List 3 to 5 thoughts you have uncovered about yourself and your topic from this story.

METAPHOR/SIMILE

Uses poetry, comparisons, and analogies describing the function, nature and mechanics of how the speaker's ideas work in life.

HUMOR

Points the way, by relaxing and opening your audience to new, joyful adventures in listening.

WORDS

Draw attention by stimulating your interests and challenging your habits of language and thinking.

Source: Rev. Diane Venzera – Public Speaking from the Heart Workshop, March 2005