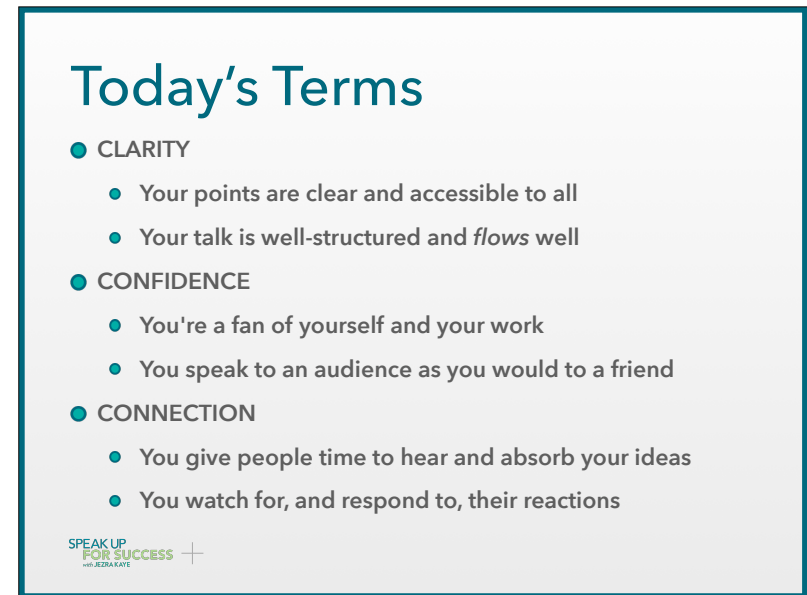
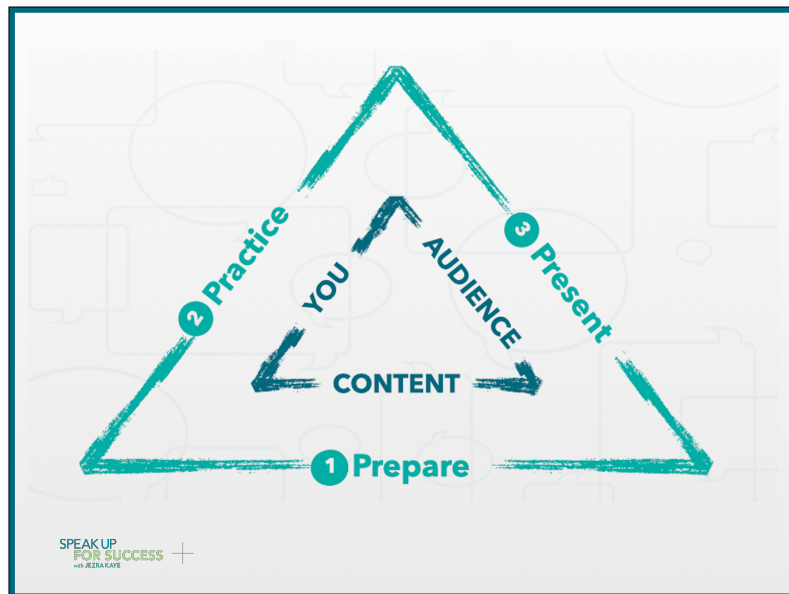




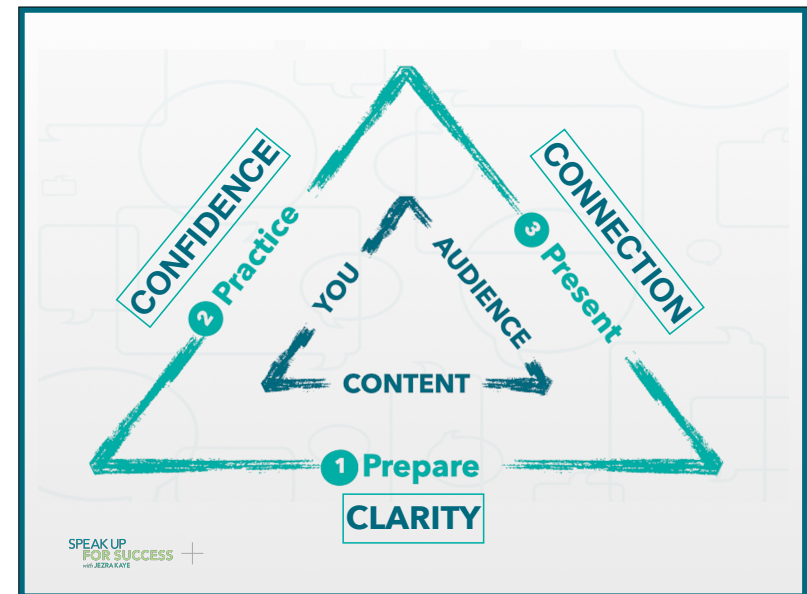
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4

Clarity

How to Structure a Presentation

5

PLEASE NOTE:

These are GUIDELINES, not commandments!
ALWAYS do what's best for YOU and YOUR SPEECH!!

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The Instant Speech

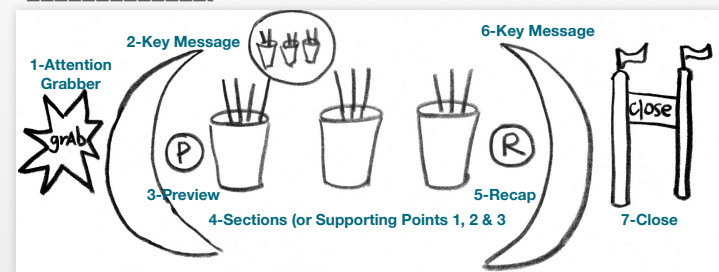


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Classic Speech Format

● Housekeeping



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Sections of a Classic Speech

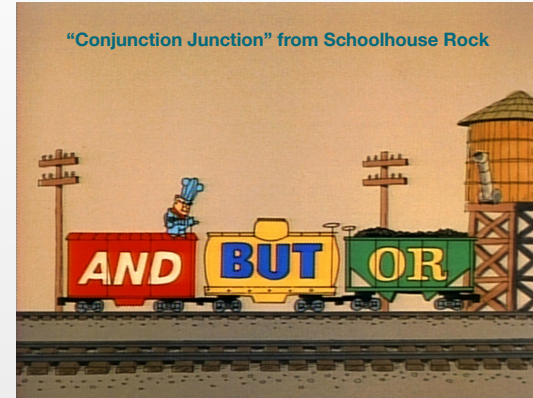
- ATTENTION GRABBER—Question, story, surprising statistic
- KEY MESSAGE—The most important thing you have to say
- PREVIEW—"In the next half hour..."
- SUPPORTING TOPICS—The body of your speech
- RECAP—"So, what have we learned?"
- KEY MESSAGE—The most important thing you have to say
- CLOSE—Call to action (what you want the audience to do, do differently, or remember)

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Make It Flow

"Conjunction Junction" from Schoolhouse Rock



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Confidence

Show friendliness to yourself
and your audience

11

What is Confidence?

- The *feeling* that you have what it takes, even when things are tough
- An emotional state that *fluctuates*
- The *appearance* of confidence
 - Posture (straight)
 - Facial expression (smile!)
 - Eye contact
 - Relaxed pacing
 - Lots of pauses
- Build confidence while practicing



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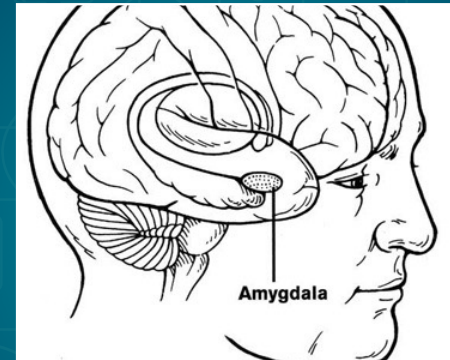
12

Practicing for Confidence

- Practice the techniques for **appearing** confident
- Practice feeling **good about yourself and your speech**
 - Compliment yourself on what you're doing well
 - Don't tolerate negative thoughts or judgments
- Practice in a relaxed way
 - Practice **slowly**, in short bursts
 - Take frequent short breaks
 - Fix things that are difficult (i.e., the speech adjusts to YOU, you don't adjust to it!)
- And if things still feel bad sometimes, blame it on...

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Your Amygdala (and Fight, Flight, or Freeze)

14

Fight, Flight, or Freeze

- Triggered when **your amygdala** thinks you're in danger
 - It doesn't have to have a reason
 - (Though a room full of people who are all looking at you is a pretty good one!)
- Floods your body with **adrenaline**
- Prepares you for
 - **FIGHT**: Pick up a club
 - **FLIGHT**: Run, climb a tree
 - **FREEZE**: Play dead
- **You have no control over this** 😬



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Designed to keep you safe, 160,000+ years ago

16



Useless in today's academic environment!

17

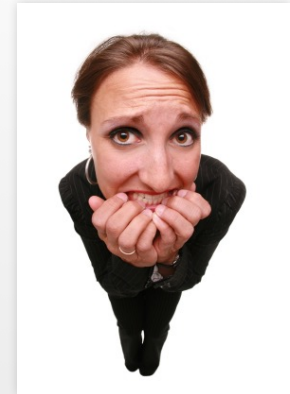
Fight, Flight or Freeze Symptoms...

● MENTAL REACTIONS

- Self-doubt (about your skills, your right to speak)
- Lack of confidence ("Why would anybody want to hear what I have to say??")

● PHYSICAL REACTIONS

- Sweating, blotchy skin, shortness of breath, chest pain, heart palpitations, numbness in your limbs, headache, shaky voice, etc., etc., etc., etc.



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...and Ways to Manage Them

● Talk to yourself

- Remind yourself: "You worked on this; you've got this!" or just "It's OK!!"

● Calming techniques

- Deep breathing, meditation, stretching, etc.

● Escape

- Take a mental break before you present
- Listen to music, read a book, pretend you're someplace else

● Get physical

- Release the adrenaline overdose
- Run, jump, dance, shimmy, do some calisthenics

● And my favorite...

- Eat half a pint of ice cream!

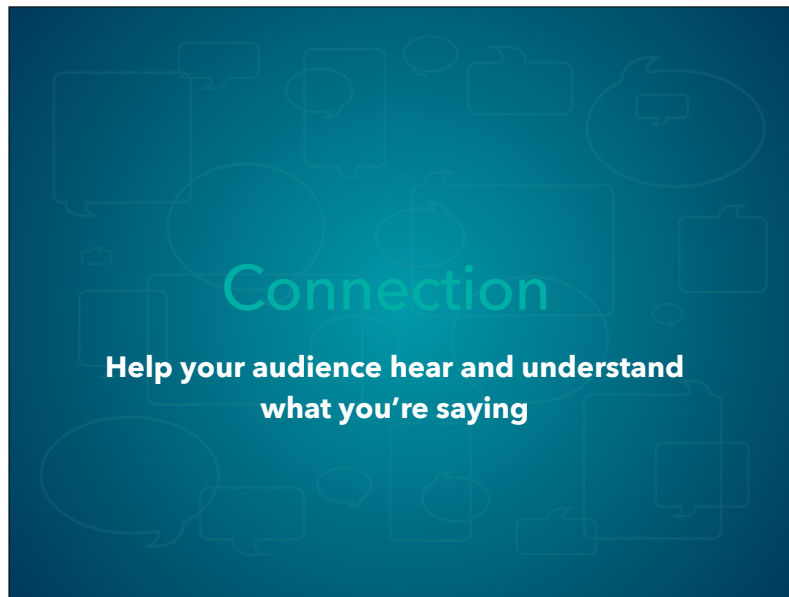
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Find the Strategies that Work Best *for You!*

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21

Big Audience? No Such Thing!

- They're not 1/100th or 1/1000th of an audience (they're the whole thing)
- You're having a 1-on-1 relationship with *each member of your audience*
- *Act like* you're just talking to one person!



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A Difference—Eye Contact



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Put these in different areas of the room and practice making eye contact with each "person" for the time it takes to make one point.

23

Best Practices for Being Heard

Make Eye Contact



Pause



Articulate

B C D G J K P T

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24



Make Eye Contact
It helps everyone focus

25

Articulate Your Consonants

B C D G J K P T

They Organize the Sound

26

PAUSE!! After Every Thought

● YOU can:

- See if they got it
- Take a quick break
- Plot your next move
- Change up your style

● Your AUDIENCE can:

- Take in your point
- Prepare for the next one



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Q&A

Answer the Question First

28

Q & A: Steps to Success

- Clear your mind and LISTEN
 - Do you know the answer?
 - Do you know where to find it?
 - Do you need to ask for clarification?
- If you know the answer, **give it first**
 - The answer is your **key message**
 - To elaborate, make an instant speech
- Check in with the questioner; was their question answered?



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How to Practice for Q&A

- Write down every question you can imagine being asked—**especially** the ones you don't want to answer
- Practice answering them out loud
 - It's OK to write down your answers, but don't memorize them
 - Every answer can be used in response to several different questions
- Practice saying something like, "I don't know that off the top of my head, but I'd be happy to find out and get back to you."
- Role play with a friend; and remember, **someone** will ask a question you haven't anticipated!

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30



Questions?

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31