

Talk The Talk

CONFIDENT COMMUNICATION FOR LIFE

PROPERTY OF

TALK ABOUT COMMUNICATION



TALK ABOUT ME

PROFILE

HAVE A THINK ABOUT THIS AND FILL IT IN.

FAVOURITE FOOD

WHAT WINDS ME UP

FAVOURITE BAND/SINGER

THINGS I LOVE

WHAT MAKES ME HAPPY

WHAT I DO IN MY SPARE TIME

THE THING I'D CHANGE ABOUT THE PLACE WHERE I LIVE

THINGS I DON'T LIKE

BEST SUBJECT AT SCHOOL

BEST THING ABOUT WHERE I LIVE

WHAT I'D CHANGE ABOUT SCHOOL

SPORTS I PLAY

I'm neither nervous nor enthusiastic about speaking in front of others

I'm feeling quite uncomfortable about this

I like the idea of speaking – I'm looking forward to this

I'm willing to give this a go

I'm really confident; I do loads of speaking already and I love it

I think I'll enjoy this

CIRCLE THE STATEMENT THAT YOU THINK BEST SUMS UP HOW YOU FEEL.

TALK ABOUT MY CONFIDENCE AT THE START OF TRAINING

I'm a bit out my comfort zone

This isn't really my idea of fun

I really, really don't want to be here. I hate having to speak in front of other people

I'm really nervous

TALK ABOUT YOUR MATE

Now remember
this. You're going
to do it **WITHOUT**
these notes!

RHETORICAL QUESTION

LIKE

DISLIKE

AMBITION/WHEN THEY GROW UP

THREE WORDS



TALK ABOUT YOUR MATE

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

TALK ABOUT FEEDBACK

We all need feedback. Constructive criticism helps us grow and get better. Make a note of all your feedback today.

A - What did you do well?

B - What could you improve on?

C - What nice things did people say that made you feel good?

TALK ABOUT LISTENING

We've got two ears and one mouth for a reason – we should listen more! Good listeners should be **ACTIVE** in their listening – lean forward, make eye contact, smile, nod if you agree and most importantly write down any key ideas, or things you think would be good to remember. This page is for your jottings – if you hear it, and you like it – note it down.

Tweet Us: @talkthetalkUK

TALK ABOUT NERVES

It's ok to feel nervous.
Everyone does.
Nerves are part of your body's natural fight/flight/freeze survival instincts. Try the following:

DEEP BREATHS

it will calm you down

REMEMBER

the audience is on your side

POSITIVE MENTAL ATTITUDE

rather than saying 'I can't' say 'I can!'
Don't say 'I'm too nervous' say 'I'm excited'

SMILE

it will relax the audience and you

HAVE A SIP OF WATER

PREPARE AND PRACTISE

the more you do it, the easier it becomes

IF IT ALL GOES WRONG

it doesn't really matter.
You'll be better next time

TALK ABOUT WHAT MAKES A GOOD SPEAKER

USE THIS PAGE TO JOT DOWN THE 'VISUAL', 'VOCAL'
AND 'VERBAL' SKILLS YOU NEED TO BE A GOOD SPEAKER!



TALK ABOUT DELIVERY

VISUAL

VOCAL



TALK ABOUT CONTENT

VERBAL

TALK ABOUT STRUCTURE

HOW TO STRUCTURE AN 'IMPROMPTU' SPEECH (ONE WHERE YOU DON'T HAVE ANY TIME TO PLAN) AND HOW TO STRUCTURE EACH OF THE FILLINGS WITHIN YOUR SANDWICH (IT'S THE SAME THING!)



POSITION / BREAD

What I think

EXPLAIN / FILLING ONE

Why I think this

EXAMPLE / FILLING TWO

A personal story or experience

EXPAND / FILLING THREE

A further point or a counter argument

POINT / BREAD

Restate your position

"PEEEP TALK"

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

PEEEP TALK STARTERS

POSITION

I believe...I feel that...In my opinion...

EXPLAIN

Specifically...It is clear that...In the first place...

EXAMPLE

For example...In fact...In support of this...

EXPAND

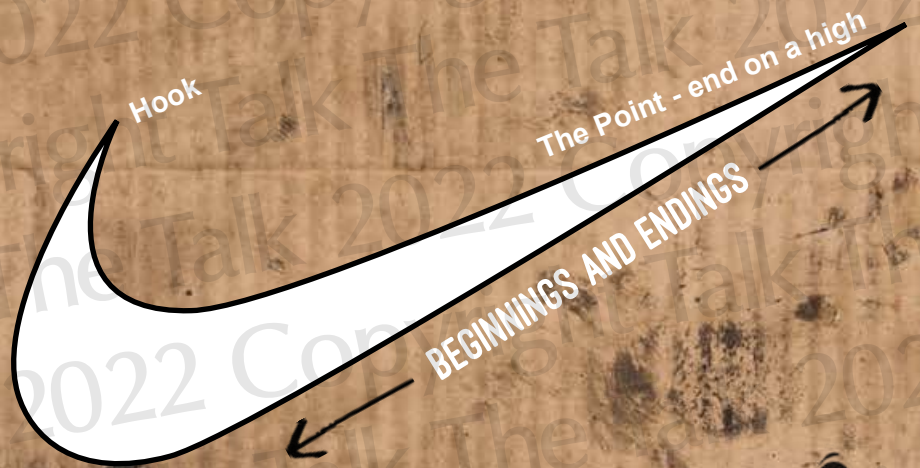
On the other hand...In the same way...However...

POINT

For these reasons...Without a doubt...In short...

TALK ABOUT CONTENT

RHETORICAL QUESTION
JOKE / STORY OR ANECDOTE
BOLD STATEMENT
QUOTATION
SHOCKING STATISTIC
IMAGINE THIS...
RULE OF 3



TALK ABOUT STORYTELLING



Set the scene and use descriptive language. Describe the characters — give them a voice — we need to be able to picture the people you're talking about. Here's some space to jot down any stories you could include.

“STORY”

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

TALK ABOUT YOUR TALK



WHAT COULD YOU TALK ABOUT? COME UP WITH FEW IDEAS FOR A SPEECH. CHOOSE YOUR BEST, OR IF YOU HEAR AN IDEA THAT REALLY CATCHES YOUR IMAGINATION. DO THAT.

MY TOPIC IDEAS:

MY TOPIC IS _____

MY KEY MESSAGE IS. YOU/WE SHOULD... _____

MINDMAP

TALK ABOUT PLANNING

WE NEED TO ORGANISE OUR IDEAS.
HERE'S A PAGE FOR YOU TO DO THAT!



POSITION

HOOK

EXPLAIN

FIRST POINT

EXAMPLE

SECOND POINT

EXPAND

THIRD POINT

POINT

STRONG ENDING

TALK ABOUT PREPARATION

YOU FAIL TO PLAN, YOU PLAN TO FAIL

This is your final checklist. You've planned your talk, now you need to summarise so you can get up and present without notes. Add in one or two words for each section, to help you remember your structure. Have you a hook (thumb)? First point (finger one)? Second point (middle finger)? Third point (third finger)? Strong ending (little finger)?

"MY FINAL SPEECH"

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

SENTENCE STARTERS

MOST PEOPLE WOULD AGREE THAT

WE ALL KNOW THAT

THE REAL TRUTH IS

IMAGINE THIS

THE FACT IS

SURELY YOU WOULD AGREE THAT

NATURALLY I FEEL THAT

YOU MIGHT BELIEVE THAT

IT'S EASY TO SEE WHY

THIS CLEARLY SHOWS THAT

I USED TO THINK THAT

I IMPORE YOU TO

AS A RESULT

SIMILARLY

FURTHERMORE

THEREFORE

HOWEVER

BESIDES

IN CONTRAST

ALTERNATIVELY

SPECIFICALLY

CONNECTIVES

HAVE YOU GOT?

HOOK

FIRST POINT

SECOND POINT

THIRD POINT

STRONG ENDING

TALK ABOUT WHAT MAKES A GOOD SPEAKER

VOCAL

CLARITY
PITCH
PACE
PAUSE
PROJECTION
EMPHASIS
TONE

VISUAL

EYE CONTACT
FACIAL EXPRESSION
POSTURE
HAND GESTURES
MOVEMENT
BODY LANGUAGE
APPEARANCE

VERBAL

STORIES
FACTS AND STATISTICS
QUOTATIONS
JOKES
RHETORIC
IMAGERY
OPINION

KEEP IT -

SIMPLE
ENTHUSIASTIC
PASSIONATE
ENTERTAINING
INFORMATIVE
PERSUASIVE
EMOTIVE



5 'S' APPROACH

STAND WITH CONFIDENCE
STRIDE WITH PURPOSE
SMILE TO ENGAGE
SPEAK UP NOW
STAY FOR APPLAUSE

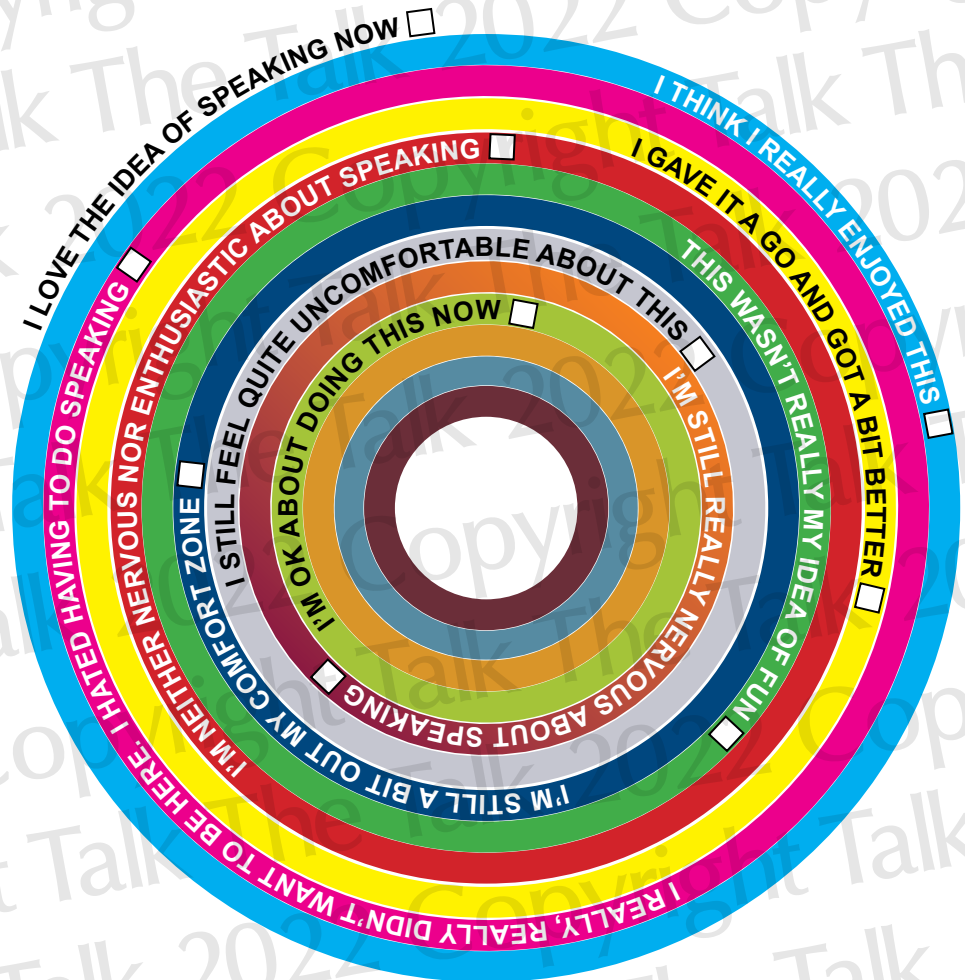
TALK ABOUT PROGRESS

YOU'VE DONE YOUR TALK. AMAZING. HOW ARE YOU FEELING NOW?
TICK THE STATEMENT WHICH MOST REFLECTS HOW YOU FEEL AT
THE END OF THE TRAINING.

THREE THINGS
I'VE LEARNT TODAY

- 1.
- 2.
- 3.

WHAT I NEED TO DO
TO GET BETTER AFTER
THIS WORKSHOP



NOW TWEET YOUR FRIENDS AND TELL THEM ABOUT THE DAY



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