

# Talk The Talk

CONFIDENT COMMUNICATION FOR LIFE

PROPERTY OF



TALK ABOUT COMMUNICATION

# PROFILE

HAVE A THINK ABOUT THIS AND FILL IT IN.

**TALK ABOUT ME**

WHAT WINDS ME UP

FAVOURITE FOOD

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 THING ABOUT WHERE I LIVE

BEST SUBJECT AT SCHOOL

WHAT I'D CHANGE ABOUT SCHOOL

SPORTS I PLAY

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

**TALK ABOUT MY CONFIDENCE**  
AT THE START OF TRAINING

- 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
- 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.

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# 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:

**HAVE A SIP OF WATER**

**DEEP BREATHS**  
it will calm you down

**POSITIVE MENTAL ATTITUDE**

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

**SMILE**

it will relax the audience and you

**PREPARE AND PRACTISE**

the more you do it, the easier it becomes

**REMEMBER**  
the audience is on your side

**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**

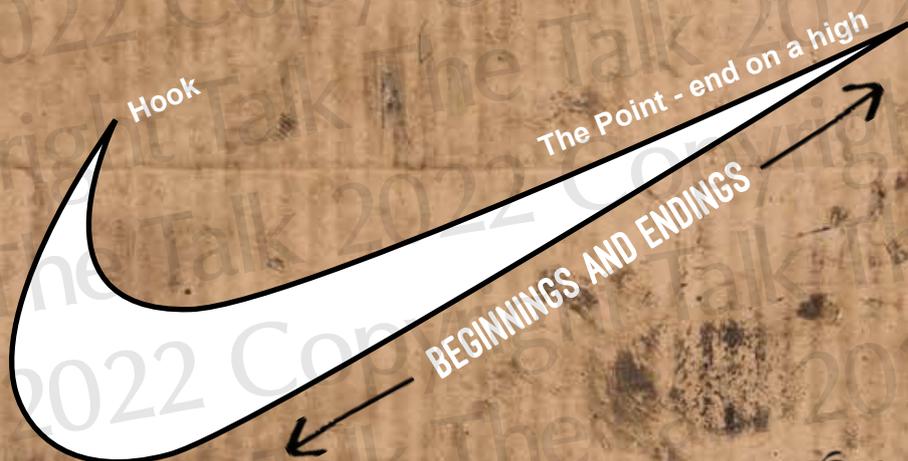
On the other hand...In the same way...However...

**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.

<b>“STORY”</b>
<b>A - ACHIEVEMENTS</b>
<b>B - BETTER NEXT TIME</b>
<b>C - COMPLIMENTS</b>

# 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

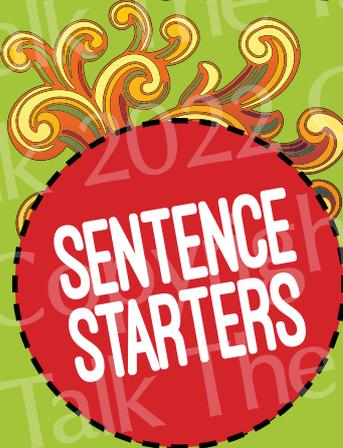
**YOU FAIL TO PLAN, YOU PLAN TO FAIL**  
 This is your final checklist. You've planned your talk, now you need to summarise so you can get up and present without notes. Add in one or two words for each section, to help you remember your structure. Have you a hook (thumb)? First point (finger one)? Second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

**“MY FINAL SPEECH”**

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS



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

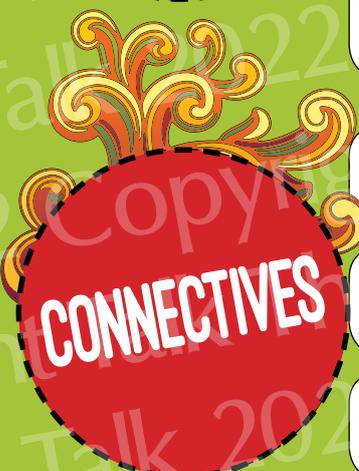
YOU MIGHT BELIEVE THAT

IT'S EASY TO SEE WHY

THIS CLEARLY SHOWS THAT

I USED TO THINK THAT

I IMPLORE YOU TO



AS A RESULT

SIMILARLY

FURTHERMORE

THEREFORE

HOWEVER

BESIDES

IN CONTRAST

ALTERNATIVELY

SPECIFICALLY

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

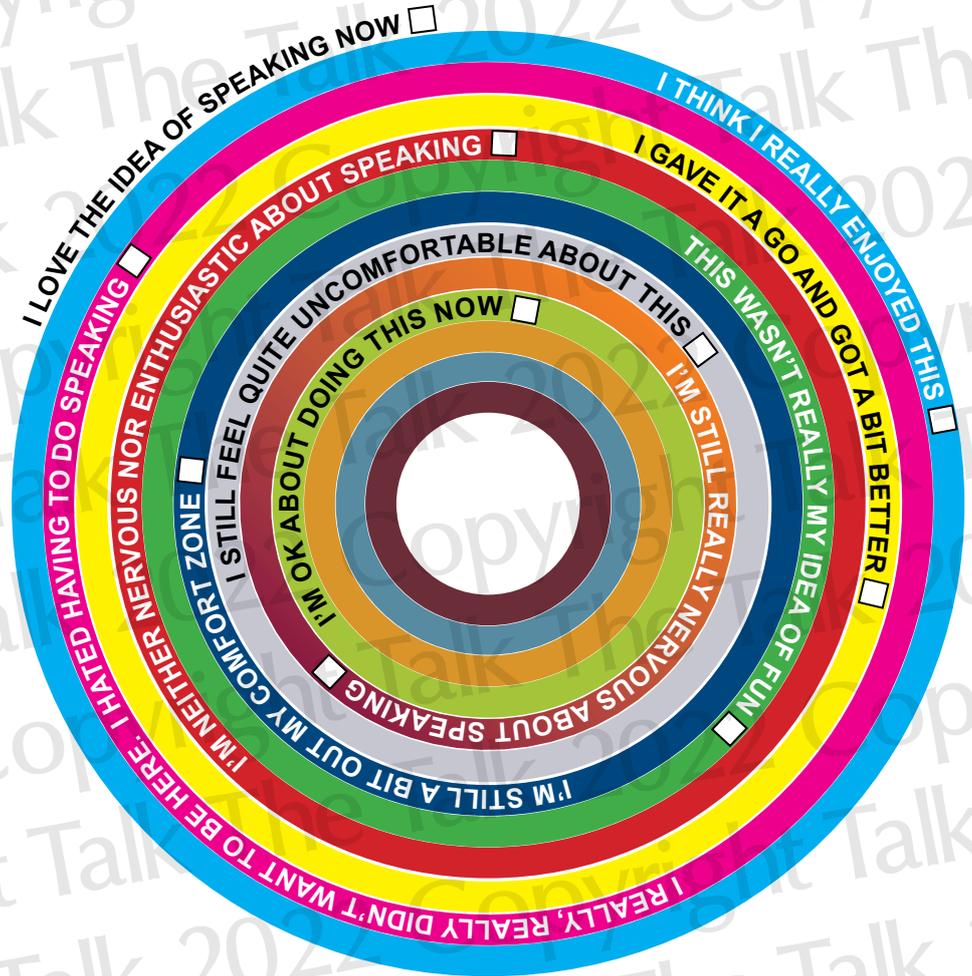
# TALK ABOUT PROGRESS

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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## Talk The Talk

CONFIDENT COMMUNICATION FOR LIFE

For more information about this programme please contact Talk The Talk

E: info@talkthetalkuk.org  
T: 01981 580015



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