

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 I DO IN MY SPARE TIME

WHAT MAKES ME HAPPY

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

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 really confident; I do loads of speaking already and I love it
- I think I'll enjoy this
- I'm willing to give this a go
- 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 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.

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**
- SMILE**
it will relax the audience and you
- PREPARE AND PRACTISE**
the more you do it, the easier it becomes
- 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 excited'
- 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 YOUR MATE

RHETORICAL QUESTION
LIKE
DISLIKE
AMBITION/WHEN THEY GROW UP
THREE WORDS

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

TALK TO THE HAND



	HOOK
	FIRST POINT
	SECOND POINT
	THIRD POINT
	STRONG ENDING

KEY MESSAGE

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 YOUR MATE”

A - ACHIEVEMENTS
B - BETTER NEXT TIME
C - COMPLIMENTS

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 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

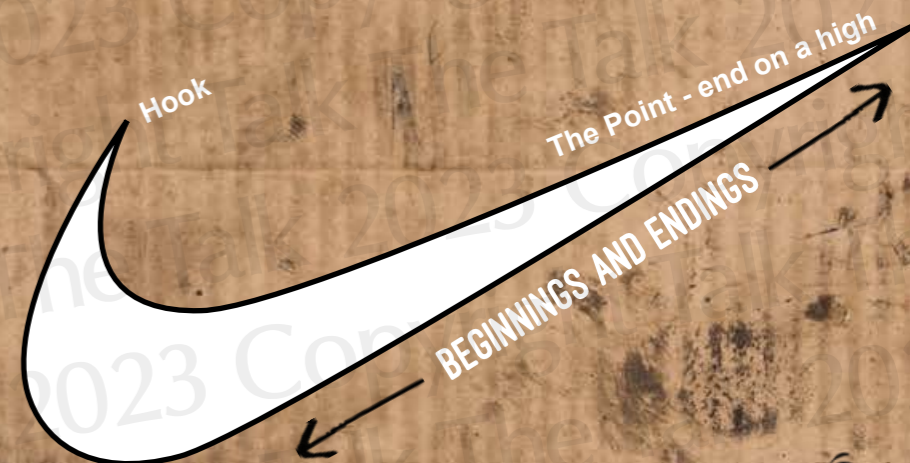
C - COMPLIMENTS

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



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



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
- TOPE

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

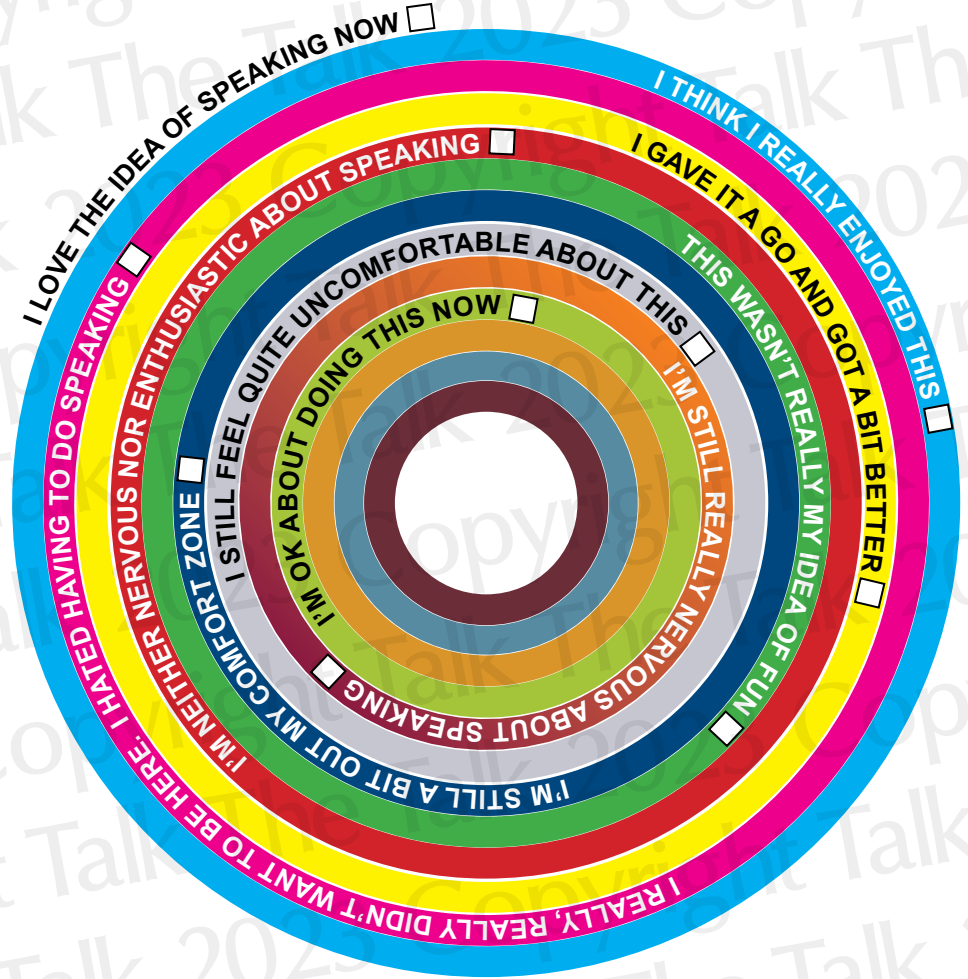
TALK ABOUT PROGRESS

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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For more information about this programme
please contact Talk The Talk

E: info@talkthetalkuk.org
T: 01981 580015
W: www.talkthetalkuk.org



Registered Charity: (England & Wales) 1161251