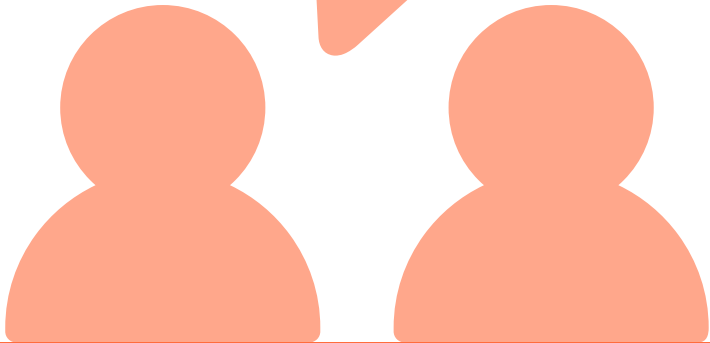
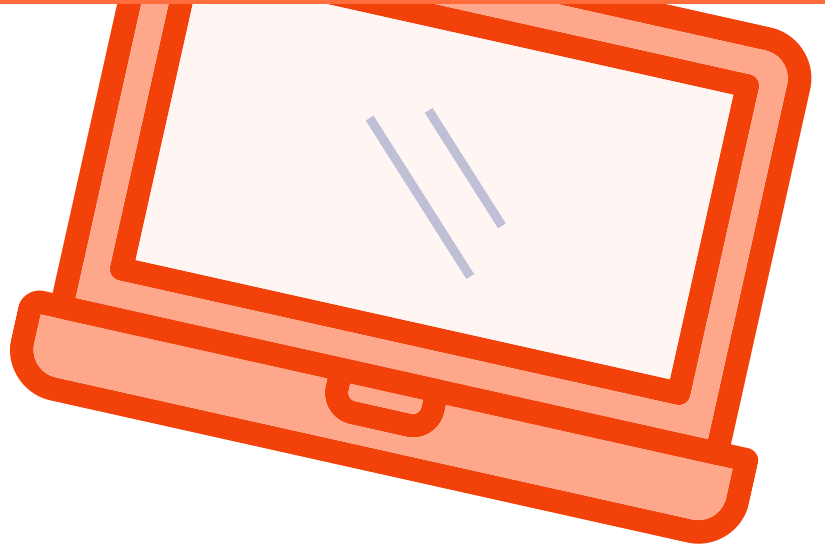
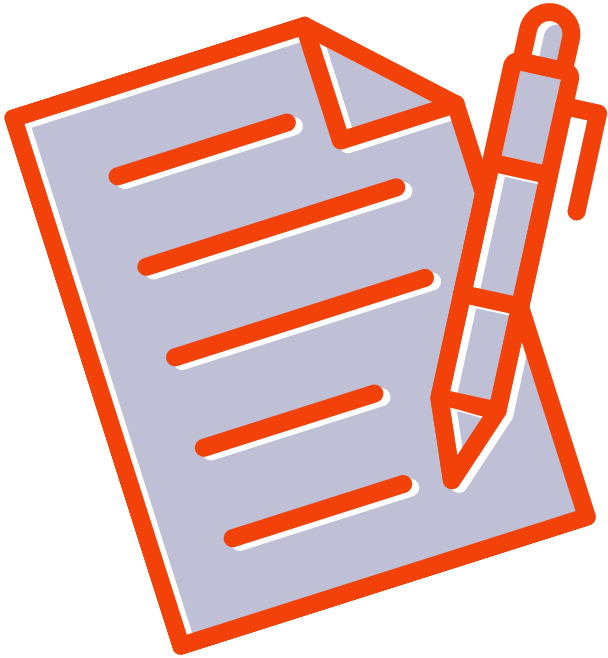


# Speak to Engage<sup>®</sup>

## WORKBOOK



Lisa Braithwaite, M.A.

# Reframing Worksheet

Who would listen to me?

I'm going to lose my place/blank out.

I'm going to bore the audience.

I'm going to mess up and look foolish.

I'm not an expert in my topic.

# Reframing Worksheet

It's obvious that I'm nervous.

The audience is going to disagree with/challenge me.

I'm not persuasive enough.

Other:

Other:

# Presentation Prep Workbook

What do you know about your audience and your venue?

What do they already know about your topic?

What do they need, want, and care about?

What's your objective – for yourself and for them?

# Presentation Prep Workbook

What is your core message? What problem will you solve for them?

What three main points do you want to convey?

How will you open?

How will you close?

# Presentation Prep Workbook

What visuals, props or demonstrations will you use?

How will you engage and involve the audience?

What objections or criticisms might your audience have and how will you address them?

What is your call to action?

# Relaxation, Warm-up and Grounding Checklist

- Stretch your upper body: Try shoulder rolls, neck rolls and arm stretches to loosen up the area around your chest and vocal cords
- Stretch and warm up your face: Open your mouth wide, massage your jaw, or yawn, as ways to warm up your mouth and facial muscles
- Hum up and down the scale to warm up your vocal cords
- Shake out your arms, hands, and legs to dissipate adrenaline
- “Shake like a dog:” a full body shake, like a dog getting out of the ocean, to dissipate excess adrenaline
- Breathe in through your nose for a count of four, and breathe out through your mouth for a count of four
- Say some tongue twisters slowly (not quickly - on purpose) in order to warm up your voice and the speaking muscles of your mouth and face
- While you’re waiting to be introduced, clench your hands and feet (and any other muscles that aren’t visible) for three seconds, then release to release muscle tension
- When you take the stage, make sure your knees are not locked, your arms are relaxed at your side, and your posture is tall and open
- Smile and make eye contact with the audience – this gives you power and presence
- Have gratitude for the audience and the opportunity
- Other ideas: