Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Speaking: The Anti-Anxiety Help Sheet**

Three out of four people (that’s 75%!) have fears related to public speaking. What’s your fear? And how can you overcome it? Circle all the symptoms you have related to public speaking. Then find solutions to your symptoms in the “help” section. Can’t find a solution? Add one!

*Bodily Reactions*

rapid hearbeat fast breathing blushing trembling hands sweating

feeling faint fainting looking down shaky knees other:\_\_\_\_\_\_\_ \_\_\_\_\_

stomach pains dry mouth tense muscles shaky voice other:\_\_\_\_\_\_\_\_\_\_\_\_\_

*Nervous Habits*

jingling coins, pencil, etc. licking lips shuffling feet other:\_\_\_\_\_\_\_\_\_\_\_

rubbing or wringing hands clearing throatwalking or pacing other:\_\_\_\_\_\_\_\_\_\_\_\_

frowning messing with hair fidgeting with clothing

*Mental Reactions*

excessive worry going blank going off topic/saying what isn’t written

mispronunciations fillers (uh, er, um) adding unrelated words (like)

slips of the tongue speaking too softly speaking too loudly other:\_\_\_\_\_\_\_\_\_\_\_\_

*Help Bank*

Keep everything except the speech at your desk Pull back hair Practice

Wear clothing without pockets or loose material Hold speech with both hands

Get a drink of water Take a deep breath Practice Speak slowly

Stop and start a sentence over Think of a funny memory before starting your speech

Plant feet two feet apart Bend knees slightly Stand straight Practice

Pick one friend you’re comfortable looking at Pick one spot on the wall to look at

Sleep the night before Avoid caffeine Spit out gum Eat lunch

Force yourself to blush first (impossible to do!) Practice (Did I mention practice?)

*Tips from Suite101.com:*

* Take deep breaths. You'll be surprised at how well this works. If you know some special breathing techniques, use them, but all you really need to do is breathe deeply in and out for awhile.
* Do some simple stretching exercises before class.
* Avoid caffeine or any food or drink that makes you jittery. Drink something that relaxes you, like decaffeinated tea.
* The night before, close your eyes and visualize yourself giving the speech and everything going well.
* Make friends with your classmates, and you'll feel better about speaking in front of them. Make friends with your teacher too.
* Keep things in perspective. You do much more dangerous things every day, like [riding in] a car or crossing the street. Chances are you've already gone through some stressful or dangerous experiences in your life, and you made it through, right?
* Keep in mind that *everybody* is nervous. You're not alone.
* Keep in mind that you rarely come across as nervous as you really feel. Unless you're shaking and stammering, the audience probably won't know how nervous you are.
* Just do it. Speak. Speak more. The more experience you have with public speaking, the less nervous you will feel.

*Tips from Socialanxietydisorder.com*

* Learn to accept some anxiety. Even the most seasoned performers usually experience a bit of nervous excitement before a performance -- in fact, most believe that a little anxiety actually makes you a better speaker. Learn to accept that you will always be a little anxious about giving a speech, but that it is normal and common to feel this way.
* Set goals**.** Instead of trying to just scrape by; why not make it a personal goal to become an excellent public speaker? Who knows, it might even become something that you enjoy doing.
* Put things into perspective. If in the end you find that public speaking just isn’t your strong suit, remember that it is just one aspect of your life. We all have strengths in different areas and we can’t all be brilliant orators. Instead, make it a goal simply to be more comfortable in front of an audience, so that speech anxiety doesn’t prevent you from achieving other goals in life.

