



# Public Speaking Skills

Saying what matters most



North & Western  
Lancashire  
Chamber of Commerce

By  
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# Five ways to handle nerves

## for high pressure performances

1. Pre-routine
2. My Mantra
3. Nerves are energy
4. Remember the why and the result of your speaking
5. Visualise success

# Ten ways to speak exceptionally well

1. Warm ups and eye contact
2. Posture - three types - stood, walking and lectern
3. Speak slowly and over articulate
4. Create for you edit for your audience
5. Avoid filter phrases
6. Speaking to camera
7. Hand gestures
8. Pauses
9. Your purpose
10. Consider your audience and context

# Speaking for success in business

Context - where you are speaking

Audience - who is listening

Desired outcome - what you want

Formality - formal or informal

Language use - technical and appropriate language

Posture - choose the best one for the situation

Timing - consider how slowly to speak

Confidence level - how comfortable you are in this situation

Preparations needed - what you need to have to hand and do beforehand

Rapport - consider whether you have or could build a rapport with the audience

12month



# Appendices

1. Vocal Warm Up Routine - 5/6 minutes
2. Breathe in and out deeply five times
3. 'M' sound - keep sound at the front of your mouth
4. 'Ma2' sound - hold 'Ah' note
5. 'H' words Harry Has Hairy Hands
  1. Ho Ho Ho
  2. He Has Huge Hair
6. Scale - la la la la la la la la la
7. 'M' words - say twice, breathe out on last syllable -
  1. 2 syllables motor, mistake, magic, morbid, mostly, mistake & mix up.
  2. 3 syllables, Manchester, magical, management & mentally.
  3. 4 syllables, Mysterious & misapprehend
8. Finish with blowing lips - notes and scales

## 25 Recommended Speakers

- |                               |                        |
|-------------------------------|------------------------|
| 1. Les Brown                  | 14. John F Kennedy     |
| 2. Nick Vujicic               | 15. James Baldwin      |
| 3. Louise Hay                 | 16. Mel Robbins        |
| 4. Tony Robbins               | 17. Oprah Winfrey      |
| 5. Eric Thomas                | 18. Greg Plitt         |
| 6. Winston Churchill          | 19. Katherine Grainger |
| 7. John C Maxwell             | 20. Lisa Nichols       |
| 8. Stephen Corey              | 21. Marie Perle        |
| 9. Seth Godin                 | 22. Turia Pitt         |
| 10. Brene Brown               | 23. Mildred Muhammad   |
| 11. Maya Angelou              | 24. Wayne Dyer         |
| 12. Tim Ferris                | 25. Bruce Lee          |
| 13. Martin Luther King Junior |                        |



# Useful further study

ASC - Associate Speakers Club [speakersclub.uk](http://speakersclub.uk)

Toastmaster [toastmasters.org](http://toastmasters.org)

My Speech Class [myspeechclass.com](http://myspeechclass.com)



## Contact us on:

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