

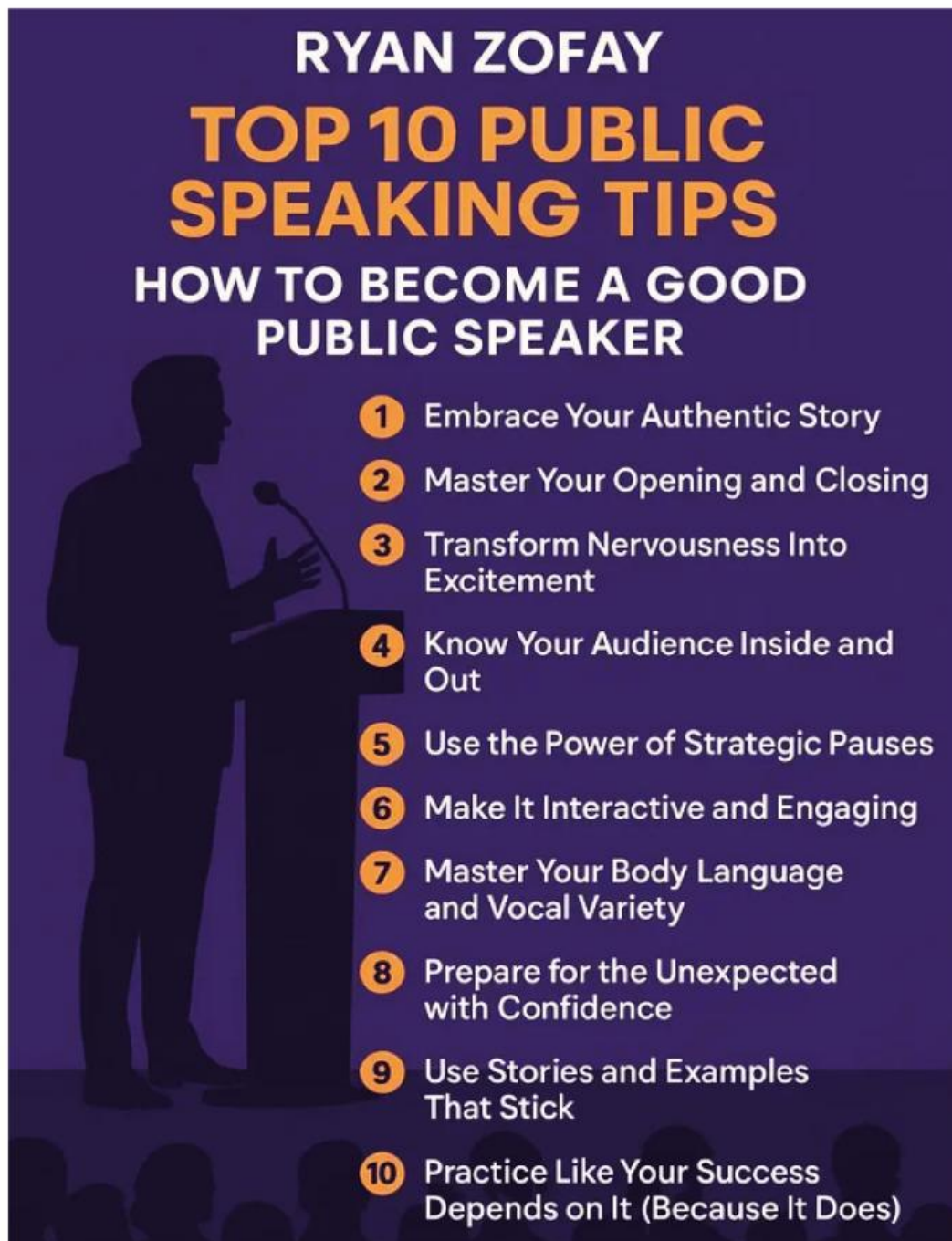
Task: As **experts in public speaking**, you have been invited to **give a talk to a group of university students**. You have prepared the infographic and notes below. Each of you will **prepare one section and an audio message (2'-2'30")**.

Student A opens the talk, **introduces the topic** and **discusses public speaking anxiety**.

Students B, C and D each focus on **two points from the infographic**.

Student E focuses on **the importance of rehearsing** and **wraps up the talk**.

Prep Time: 15 minutes



(Source: <https://ryanzofay.com/public-speaking-tips/>)

Student A:



(NB: You can also use ideas / vocab from the text *Fear of Public Speaking*, Burlington International English C1, p. 13)



Master Your — Body Language and Vocal Variety

How you deliver your message matters.

Body Language Communications:

- ✓ Stand tall and confident
- ✓ Make eye contact
- ✗ Use purposeful gestures
- ✗ Move with intention
- ☺ Smile when appropriate
- ☺ Smile when appropriate

Confident body language and vocal variety boost your impact.

Vocal Variety Includes:

- 🗣️ Change pace: slow vs. fast
- 🔊 Change volume: soft vs. loud
- 🗣️ Change tone: emotion & emphasis
- 🗣️ Stress keywords & phrases

Avoid These Body Language Mistakes:

✗ Hands in pockets

✗ Rocking side-to-side

☹ Looking only at slides / floor

— Use the Power of — Strategic Pauses

Silence lets your message breathe and resonate.

- ✓ After a **Key Point** Let it sink in
- ☀ Before **Big Reveal** Build anticipation
- 📈 Between **Topics** Give time to process
- ❓ During **Q&A** Show you're thinking.

Pauses give your audience time to process — and show you're in control.

Embrace Your Authentic Story

Your Experiences, Struggles & Victories
Are Your Superpower!

Why Authenticity Works

- ✓ Builds Instant Trust
- ✓ Creates Emotional Connection
- ✓ Makes Your Message Memorable

Share the Real Journey

- Challenges You Faced
- Key Turning Points
- Lessons & What You Learned

Story Formula

- Struggle
- Turning Point
- Lesson They Can Use

"People Connect With Authenticity — Not Perfection."

Action Step (2 minutes)

1 Write 1 Story of Overcoming a Challenge

2 Identify the Lesson in One Sentence

3 Tie It to Your Audience's Problem

Master Your Opening and Closing

Start Strong – End Powerfully – Be Remembered!

Why It Matters:

Strong opening hooks attention. Powerful closing leaves a takeaway.

Best Opening Techniques

- ✓ Ask a powerful question
- ✓ Share an interesting fact
- ✓ Tell a quick, relevant story

Best Closing Techniques

- ✓ Repeat the core message
Keep it clear & concise
- ✓ Give one clear action
Tell them exactly what to do next
- ✓ End with a memorable line
End strong – inspire action!

Student E:

Prepare for the Unexpected with Confidence

Murphy's Law applies to public speaking. Stay calm by being prepared.

Smart Preparation:

- ✓ Backup plans for tech issues
- ✓ Practice without your slides
- ✓ Prepare answers to tough questions
- ✓ Remember go-to stories/examples
- ✗ Learn troubleshooting basics

My 3 Backups Rule:

- ✓ A version with slides
- ✓ A version without slides
- ✓ A version you can deliver in half the time

Prepare for: Tech fails, slides crash, questions get weird, time gets cut, distractions arise.

Practice Like Your Success Depends on It (Because It Does)

Effective practice methods:

- ✓ Practice out loud, standing up
- ✓ Record yourself and review playback
- ✓ Practice in front of friends or family
- ✓ Rehearse your opening & closing until automatic
- ✓ Time your entire presentation
- ✓ Practice handling Q&A sessions

Avoid common public speaking mistakes:

- ✗ Talking too fast
- ✗ Memorizing word-for-word
- ✗ Weak opening
- ✗ Weak takehing
- ✗ No clear takeaway
- ✗ Reading slides

(Source: <https://ryanofay.com/public-speaking-tips/>)