



TIPS FOR LEADING A WORKSHOP ON PUBLIC SPEAKING ANXIETY

Allow time to discuss individual student's problems, which can be facilitated by having students fill out an anonymous questionnaire at the beginning. (We will give you some examples at training.)

Giving personal examples of what has worked for you or your friends is not only helpful but encouraging to students. They realize that it can be done!

Draw attention to the obvious advantages/strengths the student already has on her side (e.g., she is presenting her own research or topic).

Before the Presentation:

When talking about preparation, make sure you make the following points:

- Plan of Attack formats:
 - Question and Answer format
 - Chronology
 - Comparison
- Write out transitions on the note cards: furthermore, on the other hand...
- Use the exact notes you practice with in your presentation. Make sure they are large enough to be easily readable.
- Don't expect not to be nervous, but rather channel anxiety.
- Practice in front of peers and a mirror.
- If you know you play with your hair, wear it back. The same goes for jewelry. If you know that you play with your rings when nervous, take them off before you present.
- Remember that you make an impression by what you wear.
- Discuss whether they might have an option of when to present. Some people prefer the beginning of class, others the end. You can email your professor ahead of time to find out when he or she wants you to present.

Giving the Presentation:

Mental:

- Know if possible when you will be presenting.
- Sometimes it helps to start with a question. Getting a reaction may help a student relax. But know the audience; don't do this if it's a class of very quiet students. You might also ask friends to answer.
- Keep in mind that using humor is not for everyone.

Physical:

- Many symptoms of anxiety are the body's reaction to not getting enough oxygen. Write in pauses or use visual aids to facilitate breaks where you can breathe. Pause to let everyone study your PowerPoint, for example.
- If you get a dry mouth, then bring a glass of water with you.
- Feel free to be somewhat informal in a classroom presentation. For example, connect your topic to things your professor has said or comments other students have made. It helps relate to your audience.
- Don't use gestures that give away your nervousness, such as wringing your hands. Don't put your hands in your pockets. Don't grip the podium, but rather simply place your hands on it or keep them at your side.