



University of Washington

SPEAKING CENTER

Find Your Voice

- 1. Know the room.** Be familiar with the setting. Arrive early, walk around the speaking area and practice using the microphone or visual aids (chalk board, overhead, pointer, flip chart, etc.).
- 2. Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
- 3. Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
- 4. Relax.** Ease tension by doing exercise. (stretching, deep breathing, tongue twisters, etc.).
- 5. Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. When you visualize yourself as successful, you will be successful.
- 6. Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.
- 7. Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.
- 8. Concentrate on the message - not the medium.** Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.
- 9. Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
- 10. Gain experience and practice.** Experience builds confidence, which is the key to effective speaking.

The Speaking Center

Communications Building, Third Floor Room 222

<http://www.com.washington.edu/speaking-center/>

*20 mins sessions by appointment (make appointments on website)

*Bring lecture, power point, etc.

Get a recording of your performance and advice from trained tutors