

# How to speak with confidence

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# What does confidence mean?

Confidence means feeling sure of yourself and your abilities — not in an arrogant way, but in a realistic, secure way. Confidence isn't about feeling superior to others. It's a quiet inner knowledge that you're capable.



# Why confidence is important

Confidence helps us feel ready for life's experiences. When we're confident, we're more likely to move forward with people and opportunities — not back away from them. And if things don't work out at first, confidence helps us try again.

For a person, who speaks to a large audience, self-confidence is one of the main way to his success.

- Many people have a fear of public speaking. There are no people who are not worried before going on stage. When stress hormones are released we may behave differently – frequently, our minds go blank, our voices become harder to control, we may visibly shake etc.
- Even professional public speakers have to deal with nerves but they have techniques to cope. Any performance requires careful preparation. For example, in the days of ancient Greece, the ability to speak in public was attributed to oratory. Today this science is called rhetoric.

# Techniques to speak more confidence

- So what needs to be done to grab the listener's attention? How to switch their attention from a cell phone to your speech?
- The most important things in orator's speech are the beginning and the end of presentation. Therefore, the beginning and end of the presentation should carry the greatest semantic and expressive load.

- You need to focus on the audience. Make the presentation interesting and accessible to the perception of information.
- It is better to talk, not to read. Use photo and video materials, body language and sign language. It is important to make the text interesting and clear to the audience.



# How to make a good presentation

- 1. You need to be confident and not give out your excitement. Stand straight, keep your arms down and move smoothly.
- After that, you need to introduce yourself. You must speak calmly and clearly.
- 2. Tell about yourself. There is no need to describe your biography, the most important thing for the listener is to find out why you are so good at covering this topic. What do you plan to give your listeners to help them.

- 3. Springboard. From the first minutes of your speech, show that it will be interesting, capture the attention of the listener. Interesting statistics can serve as a springboard for the development of your performance.
- For example: "Do you know that after 3 minutes of speaking, a person stops listening to the speaker if he does not find anything significant for himself?".



- 4. Ask the audience a question. When people do not passively perceive information, but are included in the search for an answer, the level of attention immediately increases.
- 5. Quote. Find a suitable quote from a famous person that can be the basis for your reasoning.
- 6. Visual illustration. To establish contact with the audience, you can show a photo, a short video, or even some object that is related to the topic of the speech.

- 7. The ability to use humor in your speech. A good joke will help win over even the most skeptical audience.
- In addition, humor helps to relieve tension and fatigue, and allows the expert to be remembered better.
- 8. Plan of speech. You have caught the attention of your listener. Tell the audience what you will talk about and in what order. The logical presentation of the material is easier to listen and understand.

# How to end a presentation

To close the presentation, use calls to action and impressive facts.

At the last minute, the speaker summarizes the entire presentation, so it is better to return to the main idea of the presentation and convey it again, in a modified and memorable way. It can be issued with a quote, find visual support in a photo or picture.

Avoid the inscriptions "thank you for your attention", "end", "questions".

- It is convenient to use a whiteboard or a PowerPoint presentation to visualize the plan. It is not necessary to read out all the points in a row, but it is necessary to give the listeners the opportunity to read them themselves. The lecturer should briefly comment on each point.

