

# Communication C E N T E R

## Speech Anxiety Cheat Sheet

### **Tips to Keep in Mind While Preparing Your Speech**

1. *Prepare ahead of time.*  
Collect your ideas. Know your assignment and the requirements of your professor.
2. *Practice.*  
You can practice alone, in front of your friends, or come up to the speech center. Just make sure that you get up and run through it out loud.
3. *Reduce caffeine, nicotine, and other stimulants.*
4. *Dress for confidence.*  
Wear comfortable, but professional clothes. Also consider what shoes you are going to wear. Sometimes it can be helpful to practice in your outfit the day before.
5. *Think happy thoughts.*  
Don't self sabotage. Keep your thoughts positive and confident.

### **Tips to Keep in Mind Right Before you Begin**

1. *Get to class early to set up.*  
If you are using visual aids or video clips make sure everything is working properly.
2. *Tense and relax your muscles to relieve some of your pent up stress.*
3. *Don't start until you are ready.*  
If you need to take a moment to collect your thoughts do so.
4. *Remember to breathe.*
5. *Remember that this is just an assignment.*  
Do not let yourself stress too much over the speech. Do your best, but keep in mind that it is just one assignment.

### **Tips to Keep in Mind During Your Speech**

1. *Focus on concepts instead of words.*
2. *Use pauses instead of vocal fillers.*
3. *Move with transitions.*  
Not only will this help you keep your speech organized visually, but it will let out some of your stress.
4. *Do not clench fists or lock knees.*
5. *Look for a friendly faces or active listeners in the audience.*  
This small sign of encouragement can do a lot to calm your nerves, but remember to make eye contact with the whole room. You do not want to stare down any one person.
6. *Know the audience cannot see everything.*