

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.*