Quick tips before you speak

Keep this page with you. Read it 10 minutes before your speech.

10 ways to overcome stage fear

1. Write down your fear and the likely outcome.
2. Build a speech you cannot lose: opening line, 3 points, closing line.
3. Speak from 5–7 keywords, not a script.
4. Practise out loud, standing up. Record one attempt.
5. Climb the ladder: phone, 1 person, small group, room.
6. Take a 60-second reset: long, slow breath out.
7. Say "I am excited".
8. Warm up your voice for 2 minutes.
9. Pause after your first line.
10. Talk to three zones: left, centre, right.

The 60-second reset

1. Breathe in through your nose.
2. Take a second short sip of air on top.
3. Breathe out slowly through your mouth.
4. Repeat for about a minute.
5. Say "I am excited".

If your mind goes blank

1. **Pause** for three seconds.
2. **Look** at your keyword card.
3. **Repeat** your last sentence.
4. **Carry on.** Do not apologise.

On stage

- Feet hip-width apart, weight even.
- Hands loosely together at waist height.
- First line, then count two.

Public speaking preparation template

Fill this in for any speech, presentation, viva or interview answer.

Event / occasion

Date and time

Who is listening?

Time limit

Opening line (word for word)

Point 1 + one example

Point 2 + one example

Point 3 + one example

Closing line (word for word)

My keyword card (5–7 words, in order)

What I fear vs what is likely

What I fear will happen	What is likely, and what I will do

7-day stage confidence challenge

Tick each day when you finish. Write one note after every practice.

Day	Daily exercise	Time	Done	One thing that worked / one to change
Day 1	Write your fear list and speech shape	20 min	☐	
Day 2	Keyword card. Practise out loud 3 times. Record one.	20 min	☐	
Day 3	Watch the recording. Fix one thing. Practise 3 times.	25 min	☐	
Day 4	Speak to one person. Ask: one thing that worked, one to change.	20 min	☐	
Day 5	Speak to 2–3 people. Practise the pause after your first line.	20 min	☐	
Day 6	Full rehearsal with a timer. 2-minute talk on a random topic.	30 min	☐	
Day 7	One light run-through, voice warm-up, 60-second reset. Rest.	15 min	☐	

Daily 5-minute confidence exercises

1. Read one paragraph aloud with feeling and pauses.
2. Speak for 1 minute on a random object in your room.
3. Say your opening line to your phone camera, three times.
4. Do the voice warm-up: hum, lip trills, count 1 to 10.
5. Practise eye contact with three objects as your zones.

My stage fear level this week (0 = calm, 10 = very nervous)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

Before-going-on-stage checklist

Tick each item. When the list is done, you are ready.

- [ ] Speech run out loud twice the night before
- [ ] Keyword card packed (5–7 words)
- [ ] Water bottle packed
- [ ] Slides saved in two places (laptop and phone or pen drive)
- [ ] Arrived early
- [ ] Walked to where I will stand
- [ ] Tested the mic and slides
- [ ] Found where I will sit before my turn
- [ ] Did the 2-minute voice warm-up
- [ ] Did the 60-second reset
- [ ] Read my opening line aloud quietly
- [ ] Said "I am excited"
- [ ] Feet planted, hands at waist height
- [ ] Ready to pause after my first line

Want feedback from a trainer? Book a free demo class at publicspeakingclasses.in or WhatsApp +91 95423 44555.