

Speaking Effectively
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Lecture 26

How to Get Over Your Fear of Speaking and Take Control

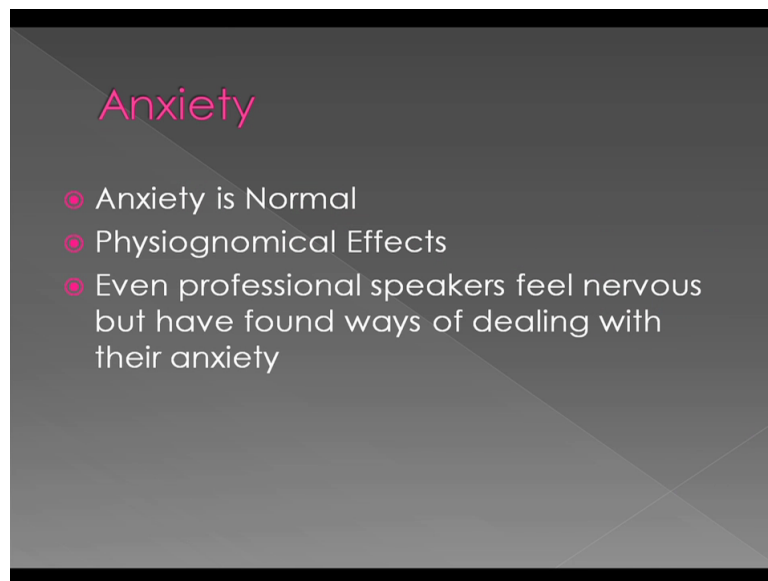
So you prepared your presentation and many of us are rather good at it, we know how to prepare presentations but if we are asked to make a presentation then we start getting butterflies in the stomach.

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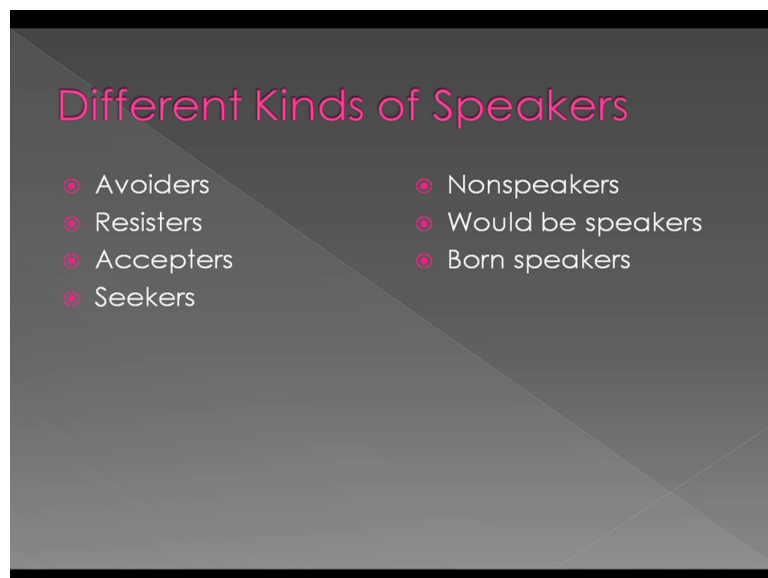
This unit will focus on how to get over your fear of speaking and taking control.

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First of all we must begin with the premise that anxiety is normal. It is not normal for us to speak before a group, so if you are anxious before a presentation when you are asked to make a presentation, you are not alone. Most people in the world share your fear of speaking before a group. Even professional speakers feel nervous but they have found ways of dealing with their anxiety.

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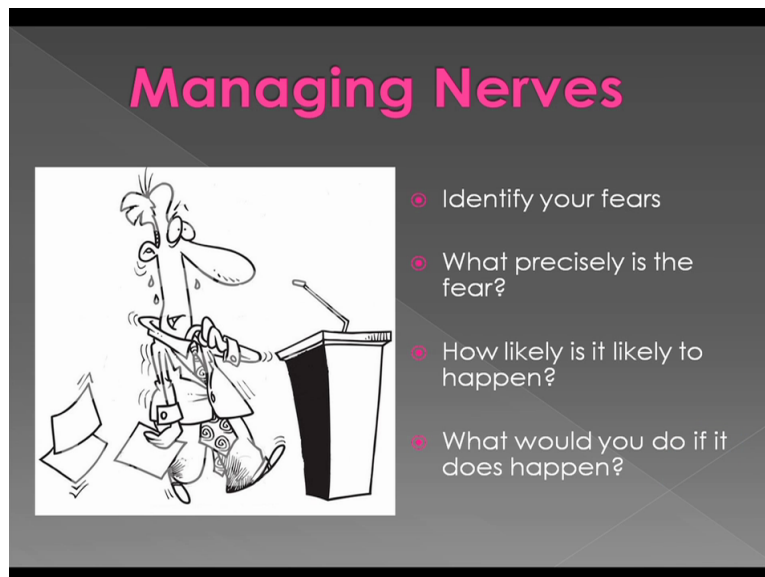


So actually in the real world we have four kinds of people or three kinds of people. The first category of people are non-speakers. Non-speakers of people who even wild horses will not be able to drag them to the stage, that is the first category, the avoiders. You ask them to make a presentation, they will get a ser (())(01:38) they will fall ill and they will do anything to


avoid the presentation. The second category of people is would-be speakers or resisters. People who do not like making presentations but if they are asked to make, okay as the last resort they agree to do, they do not really enjoy it.

So they resist making presentations but do it if they have no way of avoiding it or they accept that I have to make this presentation. And the third category or speakers are born speakers, born speakers are speakers who can hear the applause even before they go up to the stage, they are the seekers. First of all you need to find out which category you belong to, are you a non-speaker, a would-be speaker or a born speaker and trust me, speakers are not born, they are made. Even you can become a speaker, if you work hard. It is not a skill we tend to think that people are born speakers, but they are not.

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Managing Nerves



- Identify your fears
- What precisely is the fear?
- How likely is it likely to happen?
- What would you do if it does happen?

Now all of us have the same problem when we are asked to make a presentation, we have to deal with our nerves and we are going to show you how to deal with your nerves, how to control your body language before you make a presentation. So the first stage is remember the first page is your psychological state. What is your fear, identify your fear. What precisely is your fear? Most of the problem is not physiological, it manifests itself in physiological symptoms but the problem is really psychological, you are afraid.

Now I am afraid that I am making this presentation before you and maybe you will give me a very bad feedback. So I am afraid, I am afraid that my peers are not going to give me, if I am trying to get ready for my company, I am not going to get that contract. So you have a real year, what will happen. Now if you are afraid what happens to you? What happens to you

when you are afraid? That is the first thing and if it happens to you, how likely is it likely to happen to you and what would you do if it does happen.

I will share my fear, so I am afraid that if I go to make a presentation in a group of five you know before an audience of 500 people, sometimes I have to do it. If I am asked to a keynote, I do not really enjoy doing it but you know as a if everyone says, no you have to do it, I agree to do it. But you have 200 people in the hall, what do I do, what happens to me? My heart goes my heart starts beating fast. The moment I am nervous okay, I am introduced and I am told, okay you start speaking, my heart starts beating fast. What do I do?

I just wait for the thudding to stop, take a deep breath and then I start, go up and smile at people. So what would you do, if it does happen.

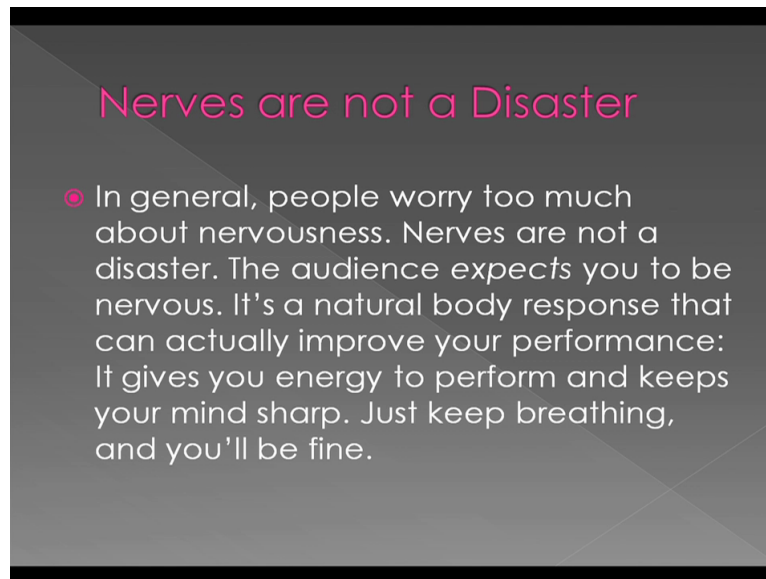
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Student 1: Here you see a lady who is warmly dressed and has come for a presentation but is equally nervous. We find adjusting her clothes and her hair, she is fidgeting with her hands, avoiding eye contact with the audience, swallowing, biting nails, she shifting weight from one leg to another, she takes deep breath, she is nervous because this is probably her first time that she is making a presentation.

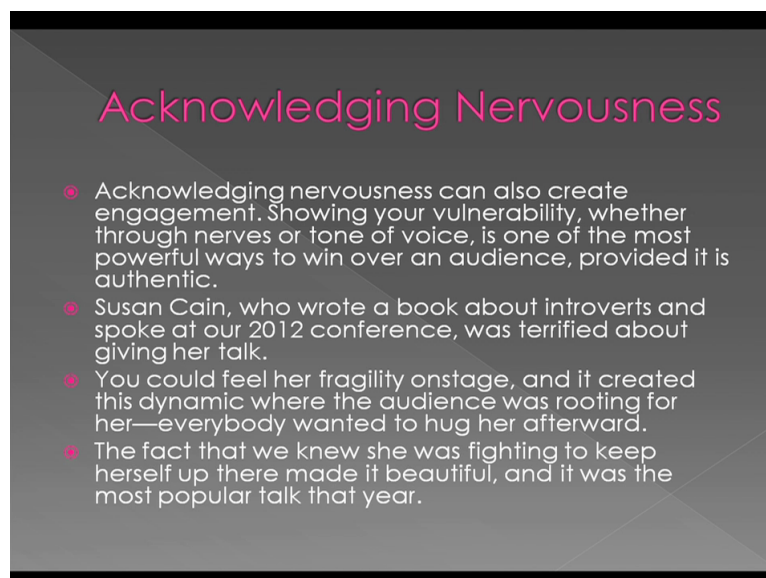
Remember nerves are not a disaster, it is normal to feel nervous.

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People do not worry so much about nervousness. The audience expects you to be nervous, it is a natural body response that can actually improve performance. It gives you energy to perform and keeps your mind sharp. Remember, think of sports persons, sports persons they feel anxiety but what do they do with the anxiety? The adrenaline that they that flows to them, it actually makes them perform better. So nervousness can actually be a good thing for you.

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Acknowledging your nervousness is not always a sin and actually that vulnerability that acknowledgement of your nervousness can actually be very engaging. So we have this experience of a Ted Speaker who wrote a book about introverts and spoke at a 2012

conference, she was terrified about giving a talk but she began by saying that she was nervous and she looked so fragile and nervous that everyone wanted to hug her and this happens to a lot of young people.

When someone is making a presentation, if you confess to the audience, look this is my first presentation and I am very nervous, this is the first time I am making a presentation before a big group, think of Malala giving a speech before the UN assembly and she says she is the first Pashtun girl to be making it. So when people think a 16 year old coming and making it, you want to hug her and you want to her. So it is not always a sin to say acknowledge that you are nervous. Remember, even professionals, people who do it day in and day out, they have pangs of nervousness.

Let us now hear a professional, we hear Mr Angad Singh Athwal who is a professional model tell you what happens to him when what happened to him and how does he deal with his nervousness. That is the difference between ordinary folks like us and professionals, they know how to deal with their nervousness.

(Student Speaks 08:00)

Student 2: Hi friends, I am sharing my experience. The time I was nervous and it was a big break for me. I started my career and that was like my first ramp ever, I was about to walk on the rack and I was thinking what should I do. I thought, like why should not I sing my favorite song rather than feeling nervous. So as the moment I started on my ramp, I started singing and it really helped me out.

Now let us hear Ashmit Pratik, an amateur actor who will share with you how he deals with his fears on stage.

Student 3: Hello people, as we know we are all talking about dealing with our anxieties right. So everyone gets anxious and even I used to when I used to go on stage or for additions and the my biggest fear or anxiety was to remember those lines, those heavy duty lines that we had to deliver on screen or on stage. So how I dealt with that was get into the character. I did not when I got into the character, when I delved into it further, I did not matter much whether I missed out one or two heavy words, the point was to get the character across to the people.

So that way, with practice, the realizations dawned on to me that, once you get into that, you will not have that feeling of anxiousness within you and you can easily transpire what is

going on to your audience. Now, now acting was something that I used to do and now I am in the management field. So now I have to present, give presentations right. So and presentations across varies across a varied domain of knowledge. So whether it is marketing or finance or human resources, what I do, I get into the character.

If I am giving a marketing presentation, I become a marketing person, if I am if I am giving something for the finance, I become a financial finance oriented person. And if I am going giving something for human resources, I become an HR manager, so that way I get into the character and give the presentation. So that is it.

(Prof continues 10:09)

Let me tell you about the 30 second rule. They say that people form their impression first impression about you in the very first 30 seconds. Even before you go up to the stage to speak, people have already made up their minds whether they want to listen to you or do not want to listen to you. And this impression is based, largely, mainly on the basis of your visual impression which includes two things, the first is dress and appearance.

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Student 4: For a lady, clothes should fit well but it should not be tight. The length should be decided upon by what works for you, generally longer sleeves are recommended to maintain a more businesslike appearance. Colors should be muted like blue and black, avoid jewellery, make-up should be simple, footwear should have decent heels, hair like other aspects should add to the positive overall impression of our appearance. Last but not the least, you must

wear only those clothes that you are comfortable in. If you like putting up Indian wear, then you must wear a saree or a salwar kameez.

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Or break the rules, depending on your profession, it is important that you dress according to your profession. So if you are graphic designer, you can bend the rules, or you are an artist, you can dress different.

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Hello mam, this is the presentation which we are trying to show today. Actually we have done the graphic designing as well as made some short films in this current scenario. So we would like to present some kind of PPT's and PowerPoint presentations regarding it. In addition to the co-curricular activities that we have done in our course, we have indulged in a bit of graphics and we have also gone and try to make some short films and act films in order to assist.

And make the current scenario with the with the current places known and also the newspaper content, whatever occurings are happening, we tried to make them (12:30) and we try to make them more clear to our readers and in the magazine, whatever be published in our college. So these are some the points which we would like to cover.

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For men, clothes that are chequered, brightly colored or that clashes with your image will reflect on with the presentation that you are doing. Depending upon the level of formality, you may wish to button the jacket, unbutton it or take the coat off altogether. Shirt should fit well and color should not be too bright. Ties can be used to complement the color of your eyes and face, hair frames the face and therefore it should be properly combed.

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Posture and movement. Stand straight which shoulders back and hands free for using them to gesture. Do not sway or rock while speaking. Do not lean to one side, do not turn your back towards audience. Walk around to show how comfortable you are.

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Gestures. Avoid placing hands on hips.

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Do not cross arms.

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Do not cross hands in front.

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Do not clasp your hands behind your back.

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Do not put hands in your pocket.

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Starting to speak. Relax your face and neck muscles, regulate your breathing, establish eye contact, occupy your hands, start your opening ritual.

Probably you will not be able to do this in front of others. Now let us see how the model does it, Mr Angad Singh Atwal.

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Many of us have this problem of making eye contact at the initial level. If you are among one amongst those, you can probably start your presentation by looking at a fixed point. Slow down your fear, get onto your nerves and slowly bring your eyes down and make an eye contact with the audience. Gradually, evenly spread your eye contact to each and every person sitting in the room, smile and begin your presentation. Now let us do everything altogether.

Thanks for the wait people. We have two eminent people from the HR industry, let us welcome them and see what they have in store for us.

Hi everyone, this is Angad Singh Atwal. Hi everyone, this is Nilinder Kaur.

(Prof continues 16:12)

Develop stage presence, you do not have to be someone else, just be yourself.

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Hi everyone.

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Hey everyone.

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Hello everybody.

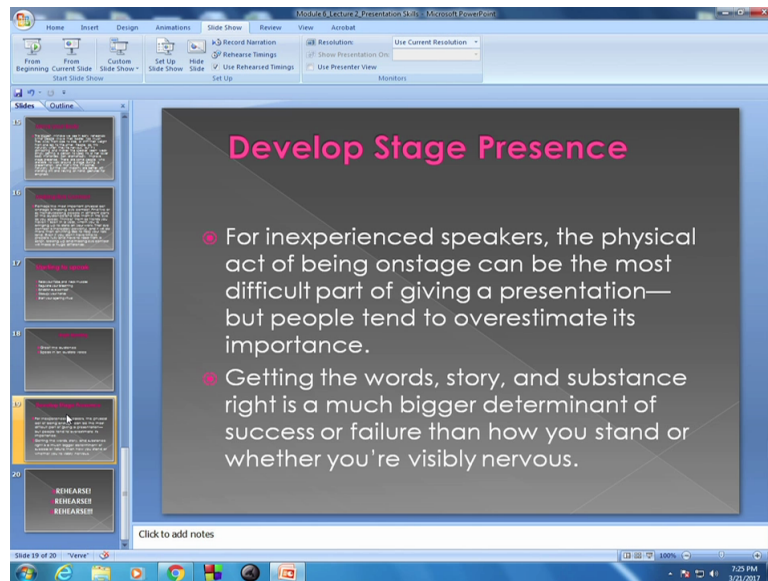
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Good morning everyone.

(Prof continues 16:43)

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Getting the words, story and substance right is a much bigger determinant of success or failure than how you stand or whether you are visibly nervous. We will move onto that in the next session.