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WORKBOOK · COMMUNICATION

Speak with Confidence

A Public Speaking Workbook for Students and
Professionals

WRITTEN BY

Your Name

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Speak with Confidence

A Public Speaking Workbook for Students and Professionals

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How to Use This Book

This workbook combines short lessons with practical exercises. Practise aloud — reading alone will not build the skill.

Use the practice log pages to track progress.

Inside every chapter

- A short list of what you will learn
- Clear explanations with examples and tables
- “Try this” activities to apply ideas straight away
- Key takeaways and practice questions
- Worksheets to complete in the book

Contents

1. Why Public Speaking Matters.....	6
Everyday Speaking.....	6
Nervousness Is Normal.....	6
Practice Builds Skill.....	6
2. Planning Your Message.....	8
Audience First.....	8
One Main Message.....	8
Simple Structure.....	8
3. Powerful Openings and Closings.....	10
Open Strong.....	10
Close Clearly.....	10
Avoid Weak Starts.....	10
4. Voice and Body Language.....	12
Voice.....	12
Body Language.....	12
Eye Contact.....	12
5. Using Slides Well.....	14
Less Text.....	14
Visuals.....	14
Face the Audience.....	14
6. Handling Questions and Nerves.....	16
Prepare.....	16
Answer Calmly.....	16
Manage Nerves.....	16
7. Practice Plan.....	18
Regular Practice.....	18
Feedback.....	18
Track.....	18

8. Practice Log.....	20
9. Glossary and Resources.....	33
Glossary.....	33
Further Reading and Resources.....	33
About the Author.....	33

1. Why Public Speaking Matters

From class presentations to job interviews, the ability to speak clearly opens doors.

In this chapter you will learn

- Where speaking skills matter
- Why nervousness is normal
- How skills improve with practice

Everyday Speaking

Presentations, meetings, interviews and even phone calls benefit from clear speaking.

Nervousness Is Normal

Most speakers feel nervous; the goal is to manage it, not remove it.

Practice Builds Skill

Like any skill, speaking improves with regular practice and feedback.

Try this

Record a one-minute introduction of yourself on your phone.

Key Takeaways

- Speaking skills matter everywhere.
- Nerves are normal.
- Practice works.

Practice Questions

1. When did you last speak in front of others?
2. What makes you nervous?
3. Set a speaking goal for this month.

Worksheet 1: Why Public Speaking Matters

Write your answers here, or print this page.

When did you last speak in front of others?

What makes you nervous?

Set a speaking goal for this month.

2. Planning Your Message

Clear speeches start with clear thinking about audience and purpose.

In this chapter you will learn

- Knowing your audience
- Defining one main message
- Structuring a talk

Audience First

Ask who they are, what they know and what they need.

One Main Message

State your key point in one sentence.

Simple Structure

Opening, three main points and a closing that repeats the message.

Part	Purpose	Time (3-minute talk)
Opening	Hook and main message	30 seconds
Point 1	Explain with an example	40 seconds
Point 2	Explain with an example	40 seconds
Point 3	Explain with an example	40 seconds
Closing	Repeat message, call to action	30 seconds

Table 2: A simple talk structure

Try this

Outline a three-minute talk on a topic you enjoy.

Key Takeaways

- Know your audience.
- Have one main message.

- Use a simple structure.

Practice Questions

4. Describe the audience for your next talk.
5. Write your main message in one sentence.
6. Outline three main points.

Worksheet 2: Planning Your Message

Write your answers here, or print this page.

Describe the audience for your next talk.

Write your main message in one sentence.

Outline three main points.

3. Powerful Openings and Closings

Audiences remember beginnings and endings most.

In this chapter you will learn

- Opening techniques
- Closing techniques
- Avoiding weak starts

Open Strong

Start with a question, a short story, a surprising example or a bold statement.

Close Clearly

Summarise, repeat your main message and end with a clear call to action.

Avoid Weak Starts

Avoid apologising or saying “I’m not very good at this”.

Try this

Practise your opening line ten times aloud.

Key Takeaways

- Hook the audience early.
- End with a clear message.
- Skip apologies.

Practice Questions

7. Write three possible openings for your talk.
8. Write a closing line.
9. Which opening feels most natural?

Worksheet 3: Powerful Openings and Closings

Write your answers here, or print this page.

Write three possible openings for your talk.

Write a closing line.

Which opening feels most natural?

4. Voice and Body Language

How you say something is as important as what you say.

In this chapter you will learn

- Using pace, pause and volume
- Posture and gestures
- Eye contact

Voice

Speak slightly slower than normal, pause after key points and vary your tone.

Body Language

Stand tall, keep hands visible and use natural gestures.

Eye Contact

Look at different sections of the audience for a few seconds each.

Try this

Read a paragraph aloud with deliberate pauses and record it.

Key Takeaways

- Slow down and pause.
- Stand confidently.
- Connect with eye contact.

Practice Questions

10. Record yourself and note your pace.
11. What gestures do you use?
12. Practise eye contact with a friend.

Worksheet 4: Voice and Body Language

Write your answers here, or print this page.

Record yourself and note your pace.

What gestures do you use?

Practise eye contact with a friend.

5. Using Slides Well

Slides should support you, not replace you.

In this chapter you will learn

- Designing simple slides
- Using visuals
- Presenting with slides

Less Text

Use few words per slide and large fonts.

Visuals

Use simple charts, diagrams and images that explain ideas.

Face the Audience

Know your slides so you can face the audience rather than read the screen.

Try this

Pick a Morphiq presentation template and build a five-slide version of your talk.

Key Takeaways

- Keep slides simple.
- Use visuals.
- Do not read slides.

Practice Questions

13. Redesign one text-heavy slide.
14. Which ideas need a diagram?
15. Practise with a clicker or keyboard.

Worksheet 5: Using Slides Well

Write your answers here, or print this page.

Redesign one text-heavy slide.

Which ideas need a diagram?

Practise with a clicker or keyboard.

6. Handling Questions and Nerves

Questions and nerves are part of every talk.

In this chapter you will learn

- Preparing for questions
- Answering calmly
- Managing nervousness

Prepare

List likely questions and practise answers.

Answer Calmly

Listen fully, repeat the question, answer briefly and check if it helped.

Manage Nerves

Breathe slowly, arrive early and focus on helping the audience.

Try this

Ask a friend to question you after your practice talk.

Key Takeaways

- Anticipate questions.
- Answer briefly and calmly.
- Use breathing to manage nerves.

Practice Questions

16. List five likely questions.
17. How will you respond if you do not know an answer?
18. What calms you before a talk?

Worksheet 6: Handling Questions and Nerves

Write your answers here, or print this page.

List five likely questions.

How will you respond if you do not know an answer?

What calms you before a talk?

7. Practice Plan

A structured practice plan turns knowledge into skill.

In this chapter you will learn

- Setting practice goals
- Getting feedback
- Tracking progress

Regular Practice

Practise short talks several times a week.

Feedback

Ask for one strength and one improvement each time.

Track

Use the practice log pages to record topics, feedback and improvements.

Try this

Fill in your first practice log entry today.

Key Takeaways

- Practise regularly.
- Seek specific feedback.
- Track progress.

Practice Questions

19. Schedule three practice sessions this week.
20. Who can give you feedback?
21. What will you track?

Worksheet 7: Practice Plan

Write your answers here, or print this page.

Schedule three practice sessions this week.

Who can give you feedback?

What will you track?

8. Practice Log

Record each practice session and the feedback you received.

Practice Session 1

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 2

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 3

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 4

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 5

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 6

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 7

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 8

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 9

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 10

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 11

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

Practice Session 12

Item	Notes
Topic	
Duration	
Audience	
What went well	
What to improve	
Next goal	

9. Glossary and Resources

Glossary

Term	Meaning
Hook	An opening that grabs attention
Call to action	What you want the audience to do
Pace	Speed of speaking
Filler words	Words like “um” and “like” that add no meaning

Further Reading and Resources

- Toastmasters-style speaking clubs in your area
- Recordings of talks you admire
- Morphiq presentation templates

About the Author

Share your experience with public speaking.

Your notes

Use this space to write the three ideas from this book you will act on first, and the date you will start.