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Speak with Confidence

A Public Speaking Workbook for Students and Professionals

WRITTEN BY **Your Name**

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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

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01 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.

02 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.

03 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?

04 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.