Patricia Juárez - IST Enterprise Applications

I have been a public speaker for decades. As a business analyst I have to speak with a varying number of users, consultants, etc. My users usually know me as a 'quiet' analyst. However, as a Native scholar and as a Traditional Mexica dancer I do have to speak in front of lots of people. This is a non-exhaustive list of resources that has helped me in my development as a public speaker. My public speaking skills have greatly improved by using the techniques I shared with you during the workshop, and, while I am still the 'quiet' analyst I am now speaking in more meetings and events at work than before and this is helping my career grow. I am very happy to share this with you all.

Public Speaking for Introverts. Resources

Techniques
Posture, etc.
Worksheet
Speech Outline
Title of speech - basic guidelines

Resources from the Heart
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Articles
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Techniques

When speaking in front of an audience make sure to pay attention to the guidelines below.

Posture, etc.
- Keep your spine tall and strong
- Stand with your weight balanced equally over both feet
- Keep your head and chin level
- Point your nose directly at the listener (hold for 3+ seconds of eye contact)
- Command the space around you

Gestures
- Avoid “masking” your face and hands
- Engage your gestures from the beginning of the conversation
- Reach out to your listener
- Keep gestures in the ‘gesture box’
- Avoid extraneous movement

Derailers
- Eliminate fillers
- Pause
- Avoid misplaced upward inflections
- Eliminate self-commenting

Voice
- Speak with optimal volume for the room you are in
- Articulate clearly
- Keep your pacing relaxed
- Highlight your message with expressions

Eye Contact
- Hold eye contact (3-5 second per person)
- Engage the entire room
- Keep your focus up and out
- Be interactive with your listener

Worksheet

In preparation for the content of your talk, make sure to fill in the following worksheet, this will give you the opportunity to analyze your audience, opportunities and best strategies to follow during your talk.

1. Topic:
2. Audience:

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1 From the Business Presentation Skills course by Tom Rusert, M.A.
Based on an average reading speed of 130 words per minute. You would need to prepare

- 390 words in a 3 minute speech
- 650 words in a 5 minute speech
- etc

Speech Outline
Once your worksheet is complete organizing the content of your speech using the following format will be of great help to you and will get the most impact with your audience.

• **Step 1 - Intro of speech** (reference opening and closing ideas)

• **Step 2 - Body of speech** (build to climax with each supporting idea)
  • **A. Main idea**
    
    • (Signal transition by movement or connective language, visual aid)
    • **B. Supporting idea #1**
      
      • (Signal transition by movement or connective language, visual aid)
    • **C. Supporting idea #2**
      
      • (Signal transition by movement or connective language, visual aid)
    • **D. Supporting idea #3**
      
      • (Signal transition by movement or connective language, visual aid)

• **Step 3- Conclusion of speech** (reference opening and closing ideas)
Title of speech - basic guidelines

Basic guidelines that you should be aware of:

1. Write in Plain English
   a. You should make sure that the person who introduces you will have no trouble pronouncing your speech title.

2. Hook your audience
   a. Your title should be of interest to your audience. They shouldn’t forget it immediately.

3. Be relevant
   a. Obviously your title should have some relationship to the contents of your speech.

4. A Good Speech Title is Suggestive. The title should indicate the subject of your speech but not reveal it entirely.

5. Keep the Title Short and Attractive. The title should be brief and eye-catching.

6. Be Creative and Stand Out. Speech titles should be original, if possible.

Remember: You can't save a bad speech with a good title, but you CAN make a good speech even MORE memorable with a title that grabs attention and makes your listeners keen to hear what you have to say.

Resources from the Heart

These series of resources are of special interest to me. As an introverted person which gives me a lot of potential to do deep introspective work the resources below are very close to my heart.

Dream Work

If you have never done dream work this is a really great TEDx intro video about this type of work. Plus, the speaker is using really great public speaking techniques, so, even if we are not interested in dream work we could all learn a lot just from watching her and from paying attention to how she conveys her message.

Dreaming on Purpose. Sheila McNellis Asato. TEDx
Dealing with Stress\textsuperscript{2}

There are lots of resources on what to do with stress, among all those resources, this is a very easy to follow list of strategies to deal with stress.

Here are 11 lifestyle, diet and relaxation tips to lower cortisol levels.

1. Get the Right Amount of Sleep
2. Exercise, but Not Too Much
   a. Depending on the intensity of exercise, it can increase or decrease cortisol.
   b. Intense exercise increases cortisol shortly after exercise. Although it increases in the short term, nighttime levels later decrease.
   c. This short-term increase helps coordinate growth of the body to meet the challenge. Additionally, the size of the cortisol response lessens with habitual training.
3. Learn to Recognize Stressful Thinking
   a. Stressful thoughts are an important signal for cortisol release.
4. Learn to Relax
   a. Various relaxation exercises have been proven to reduce cortisol levels (32).
5. Have Fun
   a. Another way to keep cortisol down is simply to be happy (43\textsuperscript{Trusted Source}).
6. Maintain Healthy Relationships
   a. Friends and family are a source of great happiness in life, as well as great stress. These dynamics are played out in cortisol levels.
7. Take Care of a Pet
   a. Relationships with animal companions can also reduce cortisol.
8. Take Care of a Pet
   a. Relationships with animal companions can also reduce cortisol.
9. Tend to Your Spirituality
   a. If you consider yourself spiritual, developing your faith can also help improve cortisol.
10. Eat Healthy Foods
    a. Nutrition can influence cortisol for better or for worse.

The Bottom Line

Over time, high cortisol levels (the ‘stress hormone’) can lead to weight gain, high blood pressure, diabetes, fatigue and difficulty concentrating.

Try the simple lifestyle tips above to lower your cortisol levels, have more energy and improve your health.

\textsuperscript{2} Taken from https://www.healthline.com/nutrition/ways-to-lower-cortisol#section13
Videos, TED Talks, etc.

Pay attention to the speaking techniques these speakers use.

- My identity is a superpower -- not an obstacle | America Ferrera | TED
- The danger of a single story | Chimamanda Ngozi Adichie | TED
- Get comfortable with being uncomfortable | Luvvie Ajayi | TED
- Raising my hand in Spanish-Language media | Maria Salinas | TEDxFoggyBottom
- Empowering Latina Women Through STEM & Leadership | Gina Elizabeth Moreno | TEDxUTEP
- Dear Black Women, Let's talk about healing | Angela Bowden | TEDxMSVUWomen
- The Power of Introverts. Susan Cain. TED
- The Power of Introverts. Susan Cain. Inno Conference
- Quiet. The Power of Introverts. Susan Cain. UW Video
- Susan Cain explains why introverts are underrated. Skavlan

Articles

- Secrets of a super successful introvert - Susan Cain
- The No. 1 way for introverts to become better at public speaking
- A Guide to Public Speaking for Introverted and Shy People
- 10 Public Speaking Tips For Introverts
- 9 Ways This Introvert Polished His Public Speaking Skills
- How to Conquer an Introvert’s Fear and Loathing of Public Speaking

Books

Quiet: The Power of Introverts
How to thrive in a world that can't stop talking.
Susan Cain

Video Techniques

Zoom fatigue

While this set of tips might not apply as a whole when speaking in public they can be helpful through these unprecedented times.
● Being on a video call requires more focus than a face-to-face chat
● Big group calls can feel particularly performative
● More work to process non-verbal cues
● Audio/video delay
● Family life crossing into meetings
● Even if the event is “social” these factors apply
● These are additional stressors in an already stressful situation

Tips to address zoom fatigue

● Use other forms of communication instead of meetings
● You don’t need the camera on all of the time. Note that this depends on your department’s guidelines
● Take breaks, get up, stretch
● If you don’t need to be at the computer, take a meeting while walking around
● Be considerate of others when the unexpected occurs