

BEFORE PRESENTATION SKILLS

RON BASSETT

ANALYZING YOUR CONCERNS

SELF

Statements which express doubts about _____.

How many **self** concerns had you recorded?

TASK

_____ prepare for, or how to make the presentation.

How many **task** concerns had you recorded?

IMPACT

The _____ you have.

Did you record **any impact** concerns?

Few people have any impact concerns at this point; most of the concerns will be on yourself—you are checking out how nervous you are. You may be asking yourself, “How nervous am I? How badly are my knees knocking, my breath shaking, my palms sweating?” and so on. All these negative messages have an adverse effect on you as a presenter!

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NINE TRUTHS

1. You won't have stage fright (SF) if you _____ what you are talking about.
2. You can control SF by deep _____ or imagining the audience _____.
3. You won't have stage fright if you _____ a lot.
4. SF can be eliminated by looking over the _____ of listeners (or at the wall).
5. You won't have SF if you will just _____.
6. Everybody has it, even very successful _____.
7. You don't want to eliminate stage fright entirely, a little is _____.
8. To control SF just don't _____ about it.
9. Learning the _____ - _____ of giving a speech will enable you to overcome SF.

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NINE LIES

1. Your mind is a warehouse of memories. Your mind's purpose is to ensure your _____, psychological as well as physical.
2. Your mind meticulously records memories of _____ to survival.
3. Your mind recorded a memory of a "threat to survival" when:
 - a) You had a bad speaking experience, probably as a child or _____.
 - b) You saw _____ else have a bad experience.
 - c) Someone told you that speaking is frightening and you believed him/her.
4. Whenever the present situation resembles *in any way* the situation in which the painful memory was created, the past memory is _____.
5. The painful memory then exerts total control over behavior in the present—emotions, breathing, heart rate, salivation, sweating, thinking, posture, facial expression--_____.
6. In the time between when you _____ speaking and the time of actual speech, your mind is _____ you into the state of high arousal known as stage fright.
7. So, the trigger is what's happening in your mind just before you _____ - _____, move to the podium, and begin to speak.
8. That's where the focus of change needs to be—the _____. When you are behind the podium, it's too late—the transition to stage fright has already been completed.
9. You cannot change the past. You can change your _____ of the past.

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CREATING SPEAKING CONFIDENCE

FIVE EMPOWERING BELIEFS

1. I am _____. My competence comes from my willingness to _____.
2. I can _____ now.
3. I am _____ I am willing to the new options presented in this course before I make a decision as to their value.
4. I can learn new _____. If I have only one option, I am a _____.

The more options I have, the greater the chances are I can achieve my goal.

5. I can _____ what I'm doing now. To get any outcome I need only:
 - a. Know what I _____.
 - b. Act.
 - c. Know what _____ I'm getting.
 - d. _____ what I'm doing until I get what I want.