

HOW TO SPEAK CONFIDENTLY
AND COMMUNICATE EFFECTIVELY

A photograph of two women sitting on red armchairs in a modern setting. The woman on the left, wearing a yellow corduroy jacket, is smiling and writing in a notebook. The woman on the right, wearing a blue denim jacket, is smiling and gesturing with her hands as if speaking. The background features a wall with a pink and white wavy pattern. A large, bold, yellow text overlay is positioned at the bottom of the image.

**SPEAK WITH
CONFIDENCE**

Speak With Confidence (HD Video Course)



Would more coaching be supportive? Reach out to Faith at info@imind.ca

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Speak With Confidence – Cheat Sheet

How To Speak Confidently And Communicate Effectively

Step 1: The Benefits of Speaking with Confidence

- Improve your personal and professional reputation
- Be part of the decision-making process
- Be concise with your communications
- Make others trust and respect you
- Have the ability to deal with anyone
- Be perceived as authentic
- Be perceived as an expert
- Make the right first impressions
- Persuade many people at once

Step 2: The Traits of Confident Speakers

- Confidence
- Telling stories
- Speak with passion
- Being concise
- Reading the signs

Step 3: How Planning your Speaking will help

- Planning provides you with options
- Planning helps your words flow

- Planning helps you to focus
- Having a backup plan
- Planning can help you to anticipate
- Eliminate errors with your speaking

Step 4: How to Improve your Conversation Skills

Step #1: Know your intention

Step #2: Use a friendly approach

Step #3: Use conversation starters

Step #4: Use the bookmarking technique

Step #5: Get people excited

Step #6: Tell stories

Step #7: Encourage a response

Step #8: Exit making an impression

Step 5: Using Body Language for more Confident Speaking

Step #1: Make good eye contact

Step #2: Use the correct hand gestures

Step #3: Use the right facial impressions

Step #4: Identify and eradicate bad mannerisms

Step 6: Use Voice Inflection to Speak Confidently

Step #1: Learn to speak from your diaphragm

Step #2: Add a smile to your speaking

Step #3: Relax your throat with a jaw massage

Step #4: Enunciate your words

Step #5: Make your breathing slower

Step #6: Identify your natural pitch

Step #7: Lower your voice a little

Step #8: Mimic the voice tones of others

Step 7: The Power of the Pause

- Pausing boosts your confidence
- Taking pauses gives you control over your body
- Pausing helps you to focus
- Add energy to your speech with a pause
- Pauses help to increase engagement
- Give your audience time to reflect
- You think much faster than you talk
- Eliminate filler words with pauses
- Practice your pausing
- Control your fear with pauses
- Pause after you ask questions

Step 8: Improve your Public Speaking Skills

Step #1: Practice to reduce nervousness

Step #2: Know your audience

Step #3: Be a persuasive speaker

Step #4: Allow interaction and look for feedback

Step #5: Be yourself

Step #6: Tell stories and be humorous

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Step #7: Use an outline rather than a script

Step #8: Start and end in a great way

Step #9: Get your visuals right

Step #10: Move in the right way

Step 9: Confident Speaking Best Practices

- Understand the benefits of speaking with confidence
- Develop the traits of confident speakers
- Plan your speaking
- Improve your conversation skills
- Use the right body language
- Use voice inflection for confident speech
- Use the power of the pause
- Improve your public speaking skills