

# THE ACTOR'S APPROACH TO PUBLIC SPEAKING

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ONLINE PRESENTATION SKILLS TRAINING

## INDEPENDENT STRUCTURED CONTENT AND REHEARSAL WORKBOOK



## The Breath / Self-Guided Rehearsal

15mins

Focus	Activity	Time	Notes and Reflections
<p>Increase Breath Capacity and control:</p> <p><i>This exercise will use a visualisation to help expand your lung capacity, and engage your diaphragm.</i></p>	<ol style="list-style-type: none"><li>1. Visualise a candle over the far end of the room</li><li>2. Breathe in, expanding your rib cage open to capacity without lifting into your shoulders</li><li>3. Aim to gently blow out the candle using one long controlled stream of breathe until the breath is completely finished.You will feel your diaphragm engage.</li><li>4. Repeat, each time expanding your air intake, and being able to blow out the candle in a controlled way, for longer</li></ol>	10mins	
<p>Control your mind with your breath:</p> <p><i>This exercise will help calm nerves and your mind before a presentation.</i></p>	<ol style="list-style-type: none"><li>1. Breathe in for a count of 5, expanding your lungs, ribcage and stomach</li><li>2. On a gentle 'ssss' sound, release the air for a count of 10</li><li>3. Repeat, increase the intake by 1, and the outage by it's double each time. i.e the next round will be in for 6, and out for 12.The third round will be in for 7 and out for 14.</li></ol>	10mins	



## The Voice / Self-Guided Rehearsal

15mins

Focus	Activity	Time	Notes and Reflections
<p>Expand your pitch variation:</p> <p><i>This exercise will help you expand the range of tones or notes that you deliver your presentation in.</i></p>	<ol style="list-style-type: none"><li>1. Take a large breath and like a slow siren, begin at the highest note you can and slowly slide down to the lowest not you can.Take a breath and slowly slide back up to the highest note again.</li><li>2. Now you realise your full range, choose an item of text and exaggerate your use of more of these high and low notes.Try and use as many as possible.</li><li>3. Now repeat this exercise, not exaggerating, but trying to keep as much variation as make sense for the text, it will likely still feel strange but will add much more colour to your presentation</li></ol>	10mins	
<p>Learn to use dynamics:</p> <p><i>This exercise aims to incorporate more texture and colour into your presentation</i></p>	<ol style="list-style-type: none"><li>1. Think of a range of opposites. E.G High / low, soft / loud, gentle / forceful, smooth / rough</li><li>2. Write down on a piece of text where you will use which. Try and use as many as possible to experiment with variations</li><li>3. Read the text out loud, aiming to achieve those dynamics</li></ol>	10mins	



# The Actor's Approach for Public Speaking / Online



## The Body / Self-Guided Rehearsal

15mins

Focus	Activity	Time	Notes and Reflections
<p>Appear to be Confident... Even When You're Not</p> <p><i>This exercise will help you maintain the appearance of confidence.</i></p>	<ol style="list-style-type: none"><li>1. Have a 2 minute timer ready</li><li>2. Open this link: <a href="http://www.ratespeeches.com/">http://www.ratespeeches.com/</a> and generate 5 topics</li><li>3. Stand with your feet apart, in a strength position, beaming confidence</li><li>4. Look at the first topic, start the timer, and speak continuously for 2 mins on this subject without showing in your body or your face that you are uncertain</li><li>5. Repeat for all 5 subjects</li></ol>	10mins	
<p>Learn to use physical dynamics:</p> <p><i>This exercise aims to incorporate more physical indicators of what emotions you want the audience to feel</i></p>	<ol style="list-style-type: none"><li>1. Find an item of text</li><li>2. Write down a list of 5 different adjectives. E.g Powerful / puzzled / agreeable, eager, disappointed</li><li>3. Go through each adjective and stand and walk around feeling and thinking that idea</li><li>4. Read the text out loud, aiming to achieve that adjective with your voice and your body</li></ol>	10mins	

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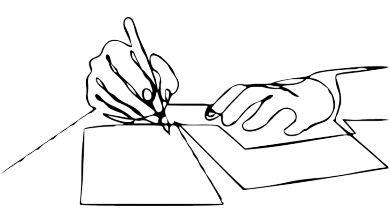


## The Text / Self-Guided Rehearsal

15mins

Focus	Activity	Time	Notes and Reflections
<div>Be a Storyteller</div> <div><i>This exercise will help you release your creative side and connect with your audience in a punchy way.</i></div>	<div><div>1.</div>Think of a great story of something that happened to you to change you</div> <div><div>2.</div>Write about it in as much detail as you can, bringing as much colour and emotion to the text as you can muster</div> <div><div>3.</div>Now re-write the story, capturing it's essence in just 3-5 lines</div> <div><div>4.</div>Stand up and present this story, with the emotion and energy you hope to convey</div>	10mins	
<div>Create a Powerful Slide Deck</div> <div><i>This exercise will help you begin to visually tell a story to complement your text</i></div>	<div><div>1.</div>Go online and find your favourite movie scene of someone telling a story or idea</div> <div><div>2.</div>As you are watching it, make notes on what image in the background you could put up, that would help enhance or make the intent deeper in that moment</div> <div><div>3.</div>Go back to the story you just wrote, and create a slide deck to accompany those 3-5 lines</div>	10mins	

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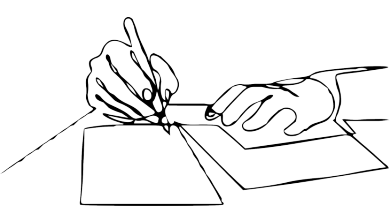


## Developing Your Content / Create Your Presentation in 5 Days

Day 1 : 20mins

Activity	Time	Notes
Why are you writing this presentation? What do you want the outcome to be?	10mins	
Who is this presentation for? Tell us about your audience in as much detail as you can.	10mins	

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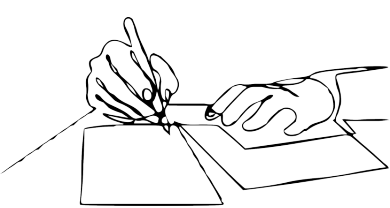


## Developing Your Content / Create Your Presentation in 5 Days

Day 2 : 20mins

Activity	Time	Notes
What is your big “Punch Point”? This is the core message or takeaway you want to deliver.	10mins	
What do you see as the main obstacle in communicating your message? List them and assess why they exist. Now list solutions for each / how you can overcome them.	10mins	

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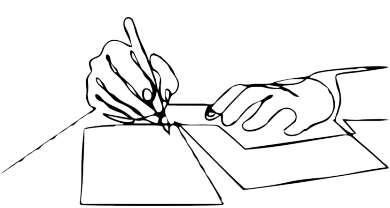
## Developing Your Content / Create Your Presentation in 5 Days

Day 3 : 20mins

Activity	Time	Notes
How can you establish your credibility? What can you bring to the presentation that shows you are someone experienced / has a strong understanding of the subject?	10mins	
What is your most compelling argument / reasoning overall?	10mins	



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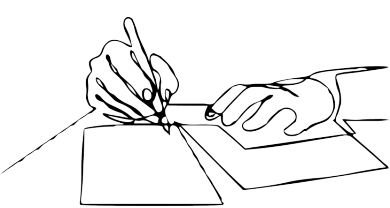


## Developing Your Content / Create Your Presentation in 5 Days

Day 4 : 25mins

Activity	Time	Notes
What evidence or data do you have to prove your case?	10mins	
What kind of emotions do you want to appeal to to get the outcome you are aiming for?	10mins	
What balance of data : emotions do you want to use?	5mins	

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## Developing Your Content / Create Your Presentation in 5 Days

Day 5 : 60mins

Activity	Time	Notes
What is a relatable story you could tell that would demonstrate your “Punch Point” and use your intended emotions?	10mins	
Structure your Presentation	10mins	
Write a rough version of your Presentation	15mins	
Re-write your Presentation slowly and deliberately, making notes about slides that could help enhance your points	20mins	
Stand up and read your presentation out loud	5mins	

# The Actor's Approach for Public Speaking / Online



## Rehearse Your Presentation / Be Performance-Ready in 2 Days

Day 1 : 45mins

Activity	Time	Notes
Do your warm ups as you learnt from the 4-step The Actor's Approach to Public Speaking	10mins	
Set up your smart device and record yourself reading with your script. Listen back, make notes. Repeat twice.	20mins	
Highlight the most important part of each phrase. Now begin to learn the entire presentation, focusing on the highlighted sections.	15mins	

# The Actor's Approach for Public Speaking / Online



## Rehearse Your Presentation / Be Performance-Ready in 2 Days

Day 2 : 60mins

Activity	Time	Notes
Do your warm ups as you learnt from the 4-step The Actor's Approach to Public Speaking	10mins	
Put your script to the side. Rehearse your Presentation, with your slides, over and over until you do not need your notes, or only rely on a quick glance at your palm cards.	20mins	
Set up your smart device to video record. Record yourself presenting. Make notes.	15mins	
Identify the areas you made notes on, rehearse those specific areas.	5mins	
Final rehearsal	10mins	



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