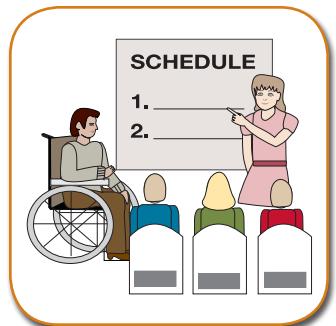


# LISTENING & SPEAKING

## Public Speaking



### THINK

#### Set the Goal

Think about being a confident speaker.

### PLAN

#### Take the Steps

Create a way to prepare and be professional.

### DO

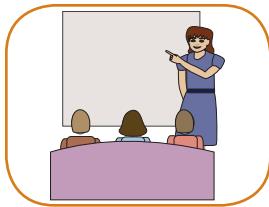
#### Make it Happen

Prepare, practice and be a confident speaker.

NAME



# Michelle's Story



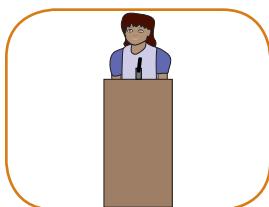
**THINK:** Michelle wanted to make presentations to large groups. She thought about ways to prepare. Michelle knew that being relaxed before making a speech would help her be successful. She wanted to be a professional and confident leader.

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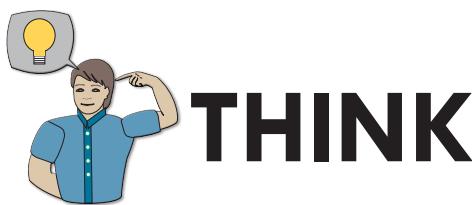
**PLAN:** Michelle decided to get ready a week before her presentation. She made a list of things to do with her support person. Michelle also needed to write her presentation speech and practice. She discovered preparing ahead made her feel calm and confident.

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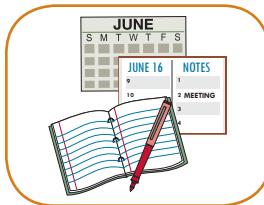
**DO:** Michelle made a list of things to do and got help from her support person. She wrote and practiced her speech. Michelle had her transportation arrive early and was professionally dressed. She put her speech, materials to share, and other things she needed in her briefcase. Michelle was a respected leader who people listened to.

# Setting the Goal



## THINK

What do professional speakers do?



1. \_\_\_\_\_
2. \_\_\_\_\_

Ways I can feel like a confident speaker?



1. \_\_\_\_\_
2. \_\_\_\_\_

What can help me feel professional when speaking?



1. \_\_\_\_\_
2. \_\_\_\_\_

# Taking the Next Steps



## PLAN

### Before my presentation:



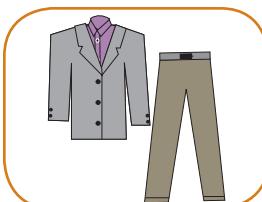
- Contact groups about giving a speech.
- Figure out transportation and support.
- Confirm date, time and how many people.

### My speech:



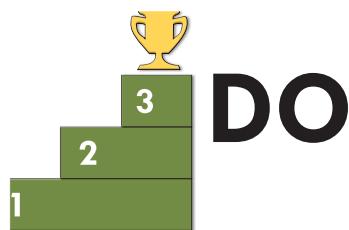
- Decide what I want to talk about.
- Write it down.
- Practice giving my presentation.

### Day of presentation:



- Dress professionally.
- Take my speech and materials.
- Have copies for the audience, if needed.
- Arrive early.

# Making It Happen



I will start my plan:



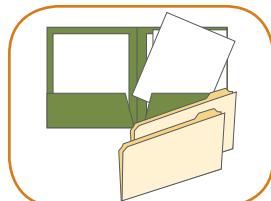
Date

Being prepared:

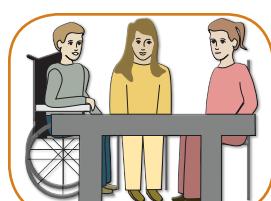


- Make a date for a presentation.
- Find out how many people will be there.
- Arrange transportation to be on time.
- Get my professional image ready.

My presentation and materials:



- Write my speech and practice.
- Bring my speech and materials.
- Have copies to give out.



I will get support from:

- Friend
- Family
- Support Person

Name: \_\_\_\_\_