

idea sheet

Speaking

“Hello?? CAN you hear me?”

Let’s review the easiest ways to construct good communication and make your speaking more effective. Follow these steps to practice before your next “speech” no matter how large or small.

1. Identify the person(s) you want to speak to

2. What language pattern would match this person (if this is a larger group you will have to employ body language that conveys confidence. (tip-Make eye contact with each person if possible.)

a. _____

b. _____

c. _____

d. _____

e. _____

3. What are the main points you want to make?

Context/ Frame of the issue-

Beginning

Middle

End

Summary (what did you tell them, repeat)

4. What emotions are you feeling that you need to control in your delivery?

Feeling_____

I will control this by

The Action Steps I will take today to move toward my first effective communication/ Speech are:

- 1. _____
- 2. _____
- 3. _____

Get at it, speak, your soul needs your voice!

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#speakyoursoul