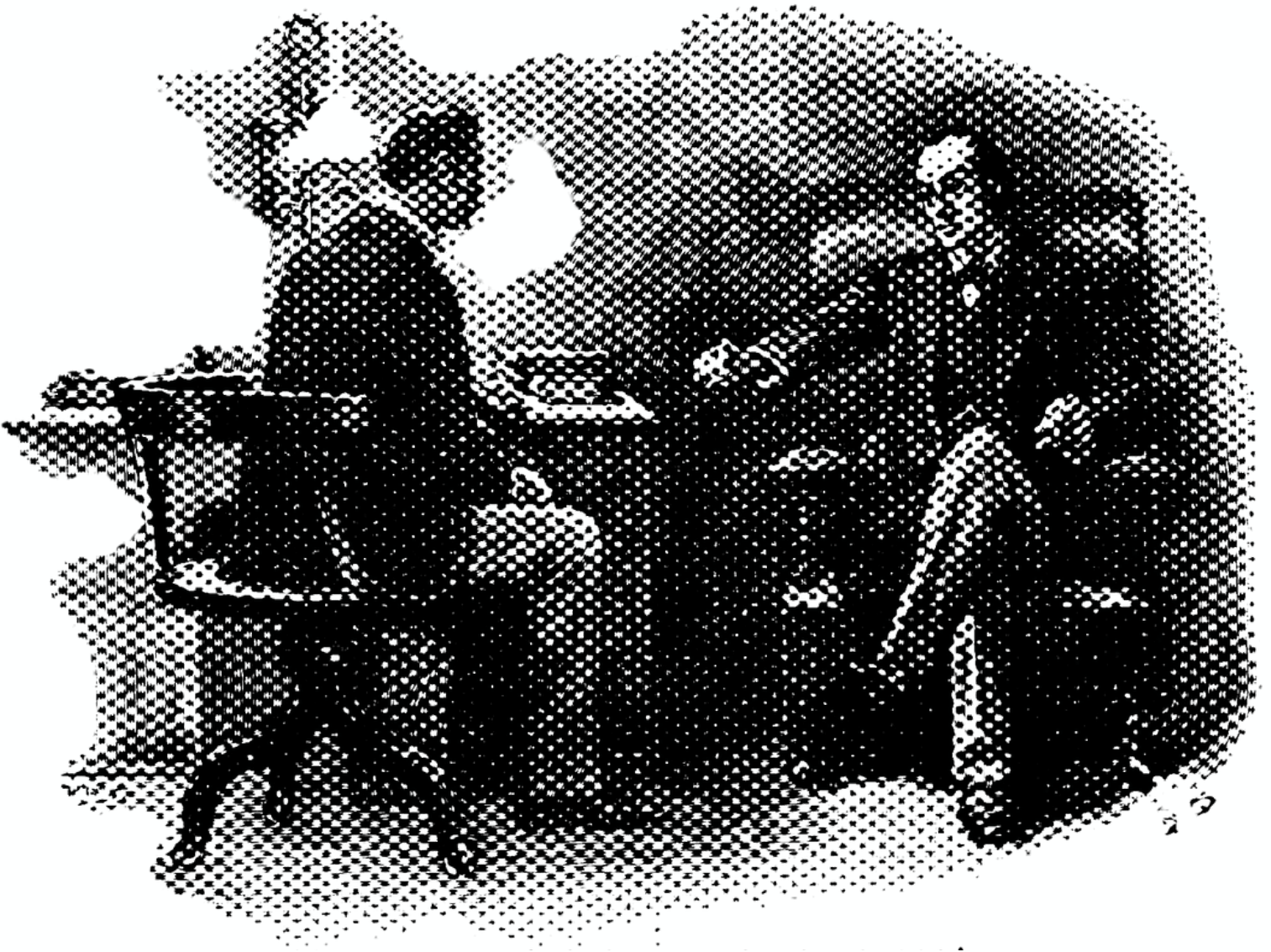




PUBLIC SPEAKING RECOMMENDATIONS

Checklists to improve your
communication skills

Checklist of what to do to keep the attention of the Public

- ☐ **The Vulnerability Spark:** Share a personal mistake, fear, or self-deprecating moment early on to drop audience defenses.
- ☐ **The Ticking Clock:** Introduce a strict deadline or a looming threat to inject your plot with instant, natural urgency.
- ☐ **The Rule of One:** Focus your entire presentation around one central hero facing one specific, well-defined problem.
- ☐ **The Micro-Detail (Rolls Royce Moment):** Replace broad summaries with one specific, tiny sensory detail that represents the high quality of your whole project.
- ☐ **Hook Instantly:** Deliver a shocking fact, question, or sudden action within the first 7 to 10 seconds.
- ☐ **Shift Gears:** Constantly alter your vocal speed, speaking faster for excitement and slower for emphasis.
- ☐ **Control Volume:** Alternate between low whispers for secrets, medium tones for details, and high volume for climaxes.
- ☐ **Deploy Pauses:** Stop talking completely for 2 to 3 seconds after key points to build suspense and allow absorption.
- ☐ **Throw Voices:** Use distinct accents, tones, or physical postures to signal when you are speaking as a character.
- ☐ **Own the Stage:** Walk purposefully across the platform and use natural hand gestures instead of hiding behind a lectern.
- ☐ **Lock Eyes:** Stare at one person for a full 4 to 6 seconds to complete a thought before moving to someone else.
- ☐ **Ban Paper:** Speak completely from memory, structured frameworks, or visual slide prompts rather than reading a script.
- ☐ **Ditch Summaries:** Zoom directly into a single vivid scene using real character dialogue and raw internal thoughts.
- ☐ **Drip Curiosity:** Drop mini-cliffhangers and unsolved questions throughout the narrative to prevent people from checking out.
- ☐ **Paint Pictures:** Kill abstraction by describing physical objects, sudden surprises, and sharp visual contrasts.
- ☐ **Scan the Room:** Actively watch for slumping posture or phone-scrolling, instantly changing your energy or asking a question if engagement drops.
- ☐ **Protect Limits:** Stick rigidly to a maximum of three to five core ideas, completely eliminating dense data dumps.
- ☐ **Drive Action:** Conclude your narrative with a clear, inspiring call to action that outlines exactly what the audience should do next.

Checklist to do in order to get rid of verbal tics

- ☐ **The "Exhale" Rule:** Verbal tics usually happen when you're trying to think and talk at the same time on a single breath. If you feel a "middle-of-the-sentence" thought coming, just stop, exhale, and start the next part of the sentence on a fresh breath.
- ☐ **Chop Your Sentences Short:** Long, rambling sentences are "um" traps because your brain gets lost in the grammar. If you use shorter, punchier sentences, you'll naturally have a "period" at the end where you can pause safely.
- ☐ **The "First Word" Reset:** Many people start every single sentence with "So," "Okay," or "Basically." Watch your recordings specifically for how you launch a thought and practice starting with the very first word of the actual message instead.
- ☐ **Physical Grounding:** Sometimes we "um" because we are physically fidgeting. Try planting your feet firmly and keeping your hands still for a few sentences; you'll find that when your body is stable, your speech usually follows suit.
- ☐ **The "Partner Click" Drill:** If you're practicing with a friend, have them clap or click their fingers every time you use a filler. It sounds annoying, but it creates a "shock" to the system that makes your brain hyper-aware of the habit in real-time.
- ☐ **Record & Review:** Watch your "game film" to catch what your ears miss while you're talking.
- ☐ **Isolate One Habit:** Don't try to fix everything at once; pick your "biggest offender" and focus only on that for a week.
- ☐ **Embrace the Silence:** Whenever you feel a filler coming, just close your mouth. A silent pause makes you look thoughtful, not confused.
- ☐ **Shorten the Chain:** Use shorter sentences to give your brain "rest stops" and avoid getting tangled in long thoughts.
- ☐ **Start Clean:** Avoid "So" or "Right" at the beginning of your points; just dive straight into the content.
- ☐ **Check Your Breath:** Finish your thought, take a breath, and then start the next one. Don't try to "bridge" thoughts with an "uhhh."
- ☐ **Stick to Visual Cues:** Keep a "No-Um" sticky note where you can see it to keep the goal top-of-mind.
- ☐ **Ask for a "Click":** Use a practice partner to give you an immediate sound cue every time you slip up.

Checklist to improve your gestures in storytelling

1. Preparation & Mindset

- The "Universal Translator" Test: Practice your story without saying a word. Could a non-speaker understand the "vibe" just by watching you?
- Release the "Inner Kid": Practice alone by dancing, singing, or imitating others to loosen up emotional and physical blocks.
- Physical Grounding: Engage in sports or games in your daily life to build overall comfort in your own skin.
- Identify Your "Default Setting": Be aware if you tend to default to "heavy" or stressed gestures; consciously decide to swap them for high-energy ones.

2. Physical Execution

- Free Your Hands: Never keep hands in pockets or glued behind your back. Use them to "act out" sizes, tensions, or movements.
- Ditch the Robot: Avoid forced, static poses like "the steeple." Let your arms move with the "messy" energy of a casual conversation.
- Embody the Scene: Physically mimic the characters. If they are tired, let your shoulders slump; if they are frantic, move your hands faster.
- Match the Mood: Ensure your facial expressions and gestures sync with your words (unless you're being intentionally funny).

3. Using the Space

- Own the Stage: Move purposefully across the room or stage. Don't pace like a caged tiger—walk to signal a shift in the story (e.g., moving from "Problem" to "Solution").
- Maximize the Frame: Whether on a massive stage or a webcam, use the full space available to keep the energy high.
- Lean In: Physically move toward the audience or camera when things get "juicy" or important.

4. Practice & Review

- The "Natural" Practice: Stand up and walk around while rehearsing. Note which gestures you use naturally when you're alone—those are the ones to keep.
- Face the "Cringe": Record yourself on video. Watch it back to identify where you look stiff and where you look authentic.
- Check the Synchronization: Verify that your hands and face aren't trailing behind or contradicting your spoken message.

List of Things to Do to Train Your Diction

1. The "Pencil Drill": Place a pencil or pen horizontally between your teeth and read a paragraph aloud. Your tongue and lips have to work twice as hard to form words; when you take the pencil out, your speech will feel incredibly light and crisp.
2. The "Vowel Stretch": Practice your speech by removing all the consonants and only saying the vowels (e.g., "Hello there" becomes "e-o-e"). This opens up your throat and ensures you aren't "mumbling" the heart of your words.
3. Identify "Plosive" Control: Practice words starting with P, B, T, and D without letting out a huge "puff" of air. This is crucial for microphone work so you don't "pop" the audio (try holding a candle or a tissue in front of your mouth; it shouldn't move much).
4. Nose vs. Mouth Resonance: Hum for 30 seconds before you start. It shifts your voice from a "nasal" or "tight throat" sound into your "mask" (the front of your face), which makes your diction sound richer and more resonant.
5. Punctuation Breathing: Don't just breathe when you're tired. Practice taking a full "catch-breath" at every period and a "half-breath" at every comma. This ensures you never run out of "fuel" at the end of a long sentence where diction usually falls apart.
6. The 30-Second Hum: Warm up your facial resonance for a more professional tone.
7. Breath Management: Use punctuation as a cue to refuel your lungs.
8. Tongue Twister Escalation: Move from slow and exaggerated to high-speed precision.
9. The Syllable Stress Test: Ensure the endings of your words are as clear as the beginnings.
10. Record yourself daily and listen critically. Compare before/after sessions.
11. Practice reading aloud with exaggerated clarity.
12. Use a mirror or video to watch mouth movements.
13. Drink warm water before speaking to relax vocal cords.
14. Imitate clear speakers you like (news anchors, TED speakers).
15. Get feedback from others on clarity.
16. Practice in different volumes (soft → loud).

List of Body Gestures and What They Represent When Used in Speech

Building Trust and Connection

- Open Palms: Signals honesty and an invitation for the audience to trust you.
- Hand on Heart: Anchors your emotional truth and shows deep sincerity.
- Genuine Smile: Projects warmth and makes you instantly more approachable.
- Nodding: Builds rapport by encouraging the audience to agree with your message.
- Shoulder Shrug: A quick sign of vulnerability that says "I'm human," building instant rapport.

Creating Emphasis and Structure

- The Timeline Sweep: Moving your hand in a line to visually show the passage of time or progress.
- The "Comparison" Scale: Holding hands out to "weigh" two different ideas or options against each other.
- The "Precision" Pinch: Touching fingers together to signal a very specific, nuanced, or technical detail.
- Chopping Motion: Used for strong emphasis or to physically break down a complex idea into parts.
- The "Level Up" Step: Moving your hand like a staircase to show growth, improvement, or transformation.

Directing Audience Focus

- Leaning Forward: Signals that you are sharing a "secret" or an especially important point.
- Pointing: Directs attention to a specific person or object (keep it soft to avoid appearing aggressive).
- Palm Down "Calm": Lowering both hands to settle the room's energy or signal a moment of peace.
- Raised Eyebrows: Communicates curiosity, surprise, or an unspoken question to the crowd.

Projecting Confidence and Energy

- Spreading Arms Wide: Represents a big vision, inclusiveness, or embracing a massive new idea.
- Walking the Stage: Demonstrates energy, confidence, and total control over your physical space.
- Steepled Fingers: A classic sign of thoughtfulness and high confidence (best used in small doses).
- Comfort zone: If you are on stage, don't stand backstage, as far away from the audience as possible, come closer. For 1-on-1 conversations, pay attention to the comfort zone of the person you are talking to. To test that you are not getting too close to the person, you will notice that the person avoids eye contact when they feel that you are standing too close to them and are not comfortable with the space between you.

Signals to Avoid or Monitor

- Fidgeting: Twisting rings or clicking pens signals high nerves; try to eliminate these entirely.
- Crossed Arms: Often makes you look defensive or closed off to the audience.
- Hands in Pockets: Be careful—this can look relaxed, but it often leads to hidden fidgeting.
- The lion in the cage movement: When speaking in front of an audience, avoid pacing fast back and forth like a lion in a small cage. Use the entire stage and minimize footwork. Most of your movement should be from the waist up.

Quick Tips for Using This Guide

- **Pick one section at a time** — Don't try to master everything at once. Focus on one checklist (attention, verbal tics, gestures, diction, or body language) for a full week.
- **Practice with recording + review** — Film yourself applying 2–3 tips, then watch and note what improved and what still needs work.
- **Use the “Partner Click” method** — Have a friend give an immediate sound cue every time you break a rule (filler words, weak gestures, etc.).
- **Start clean every session** — Before speaking, remind yourself of the top 3 rules you're working on (e.g., “No ‘so’, use pauses, open palms”).
- **Apply immediately in real talks** — After practicing, use the tips in your next meeting or presentation, then check the guide again to refine.

Speak so they can't look away.

This guide is a complete toolkit for magnetic public speaking. It shows you how to seize attention in the first seconds with vulnerability, urgency, and vivid details; eliminate filler words through breath control, short sentences, and deliberate silence; use purposeful gestures, stage movement, and eye contact to embody your story; sharpen your diction with targeted drills; and deploy specific body language that builds trust, emphasis, and energy—while ending with a clear call to action.

For more information, visit:

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