

# **SITUATIONAL SPEAKING PROGRAM (SSP)**

**Speak Without Fear**

**Developed by Randy Hoover**

**First Edition**

# Speech # 1

## In the Void

**Date:** \_\_\_\_\_

**Length of Speech:** 1 minute

**Facilitator:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Purpose:**

This speech is designed to get the speaker to feel some degree of comfort while being the focal point of a group. This speech may appear easy to do, but many speakers will find it challenging. The main focus is for the speaker to realize that they (the speaker) really set the tone for the group. If the speaker feels uneasy, they will notice that this emotion is transferred to the audience. Likewise, if a feeling of pleasantness and at-ease is presented, the audience will pick this up as well.

**Instructions:**

The facilitator will introduce the speaker and the speaker will stand in front of the audience for 1 minute. It is very important for the facilitator to ensure that the speaker maintains eye contact with the audience.

**Words for the Audience**

Oh No! It's time to go up in front of an audience. Many people feel great fear being in front of a group. A recent study found out that the number one fear of most people is speaking in public. Thus it is okay to feel fear and apprehension. This is your chance to begin the process of overcoming that fear. All you have to do is stand in front of the group and maintain eye contact with them for 1 minute. Sixty measly little seconds. As you are standing up there, feel the control that you have. Allow yourself to try to influence the audience by using non-verbal communication. Most importantly, have fun. Remember that the people that you are facing are your friends and your support. They are all interested in helping you succeed.

**Required Equipment:**

None

**Required Materials:**

None

# Speech # 2

## Charades

**Date:** \_\_\_\_\_ **Length of Speech:** 3 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** This speech is designed to build on what was learned and felt from exercise #1. The goal here is to allow the speaker to spend time in front of the group while having fun. Many speakers do not have positive feelings associated with speaking to an audience. By introducing a game format, it allows the speaker to begin to enjoy themselves in front of a group. Since there is no speaking, the speaker is able to relax even further. Furthermore, the speaker should learn that it is possible to communicate very effectively without speaking.

**Instructions:** The facilitator will introduce the speaker and provide them with the topic cards that the audience will guess. The speaker gets 3 minutes to try to make the audience say as many topics as possible. For extra fun, a scorekeeper can be used to keep track of the successes.

**Words for the Audience** We convey information everyday without speaking. As you walk down a hallway, people can tell roughly what mood you are in. When someone watches us do a task, they can tell how glad we are to do it. Isn't it amazing what thoughts can be conveyed without speaking. Now how about when we watch a comedy like the keystone cops or the three stooges. Did you notice how much fun they seem to have while communicating nonverbally? Have you ever watched a mime? Did you ever think that you could have fun while speaking? It is not only possible but relatively easy. What we need to do it to learn how to have fun while speaking. Actually, we already know how. We just don't exercise the skill enough. We have all played charades. Spend 3 minutes playing charades. Do as many as possible. Pick topics from Pictionary cards or come up with your own. This game has such untapped power behind it. Here you are learning to communicate while having FUN! Allow yourself to have fun. Don't let the fear overtake you. Be an anti-mime and step out of the box and let yourself go.

**Required Equipment:** None

**Required Materials:** Topic cards. (A Pictionary game is a good source)

# Speech # 3

## Introductions

**Date:** \_\_\_\_\_ **Length of Speech:** 3 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** Speech #3 is the speaker's first experience with speaking in front of a group. The topic is easy to put the speaker more at ease. The speaker spends 3 minutes talking about themselves to the group. A nice by-product of this speech is that it allows the group to get to know the speaker. Many people find it easier to talk to people that they are comfortable with.

**Instructions:** The facilitator will introduce the speaker and give them 3 minutes to stand up front and talk about themselves. An easy way to help the speaker is to give them a list of questions that they can answer such as occupation, how they found out about the NSA etc.

**Words for the Audience** Being asked our name or what we do for a living is a common experience for everyone. We have all felt the fear when asked our name. Dealing with this fear will be what allows us to become more free when we speak. Dealing with the fear requires practice. The more we practice, the more the fear will diminish. All you need to do here is talk about yourself. Spend 3 minutes introducing yourself to the group. Tell them who you are, what you do or would like to do, and why you came to the group. Remember there is no one who knows this topic better than you do. You are the expert in this field. So relax and enjoy.

**Required Equipment:** None

**Required Materials:** None

# Speech # 4

## Expository

**Date:** \_\_\_\_\_ **Length of Speech:** 3 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** The expository speech makes the speaker explain how to do something. The speaker has 3 minutes to describe a task or method to the group. The speaker should begin to realize that this is something that they may do on a daily basis and thus this exercise has significant carry over potential.

**Instructions:** The facilitator will introduce the speaker and give them 3 minutes to stand up and explain how to do something to the audience.

**Words for the Audience** How did you do that? Would you explain this to me? These are common phrases that we may encounter at anytime. Being able to explain how to do something allows us to spread the knowledge that we have gained to someone else. In this speech, we want you to just tell us how to do something. It can be a task, hobby or something as simple as directions. Just ensure that it takes 3 minutes to tell it. Don't bring any props or toys as this is purely verbal.

**Required Equipment:** None

**Required Materials:** None

# Speech # 5

## Huh?

**Date:** \_\_\_\_\_ **Length of Speech:** 5 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** This exercise was developed to increase the volume of the speaker's presentation. Normally, it is difficult to try to get speakers to speak more loudly. To assist in this process, the facilitator has the entire group move as far away from the speaker as practical. By moving the group further away, a more natural increase in volume is generated. For more exercise, the group could wear earplugs.

**Instructions:** Before the speaker is introduced, the facilitator has the entire audience move back as far as possible. After this is complete, the facilitator introduces the speaker and allows them to speak on a topic of their choice for 5 minutes.

**Words for the Audience** Think of someone you view as a good speaker. What are some of the traits that make these speakers good speakers? Knowing their topic and having a good presentation style may be two traits that come to mind. How about loudness? Did you have any problem hearing them? Probably not. All accomplished speakers know that everyone needs to hear them, including those in the back row. In this speech, you are encouraged to speak up. Make sure that everyone in the room is able to hear you easily. The audience will assist you by moving as far away from you as practicable. This will make it easier for you to project your voice more naturally. In this speech, you have 5 minutes to describe the benefits of belonging to the NSA while speaking loudly. Use this speech to really speak more loudly than you normally do. This is not a library.

**Required Equipment:** None

**Required Materials:** None

# Speech # 6

## Foul!

**Date:** \_\_\_\_\_ **Length of Speech:** 5 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** The goal of this speech is to give immediate feedback to the speaker if they are not speaking to the audience. Raising a small flag or a hand is used to signify to the speaker that they have turned their heads, (sideways or downward), and are not maintaining eye contact with the group. The person holding the flag should be in the back of the room to avoid distracting the other audience members and minimize pressure on the speaker. Also, once the eye contact has been reestablished, the signal should be removed.

**Instructions:** After the speaker is introduced, the speaker begins their speech. The facilitator has a small flag or other signal device. Each time the facilitator sees the speaker not focusing on the audience, the flag is raised. Once the speaker sees the signal, the flag is lowered. No other communication is required.

**Words for the Audience** How many times have you felt that a speaker was speaking directly to you? The odds are they weren't. But they definitely were looking at you. Speak to your audience. That is the name of the game. Speaking to them also means looking at them, making eye contact. Many speakers spend a fair amount of time not really looking at their audience. Their eyes are off in the distance or looking somewhere else. This is your chance to work on that habit. When you speak to the audience, really look at them. Not just stare at them but make nonverbal contact with them. Allow them to really see and feel what you are talking about. This will enable you to establish a much stronger connection with the audience. This increased connection will permit you to touch the audience in ways that you really never thought possible. To help you along this goal, a member of the audience is going to assist you. They will give you a signal, (small flag, hand raised), whenever it appears that your eye contact has left the group. This is your reminder to refocus on the group. Don't acknowledge the signal; just refocus your eye contact. Now that you have increased your eye contact with the group, do it with other people that you know and watch what happens.

**Required Equipment:** None

**Required Materials:** None

# Speech # 7

## Movement

**Date:** \_\_\_\_\_ **Length of Speech:** 5 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** This speech introduces the benefits of movement. The idea here is to teach the speaker that they need to control the room. One way to do this is to move. This allows the speaker to increase their “space”. The movement incentive is accomplished by forming a circle around the speaker. As the speaker begins, they will find it natural to keep moving or rotating around as they speak.

**Instructions:** Before the speaker is introduced, the facilitator has the audience form a circle around the area where the speaker will give their talk. The speaker then gives their presentation inside the circle. The topic can be whatever the speaker desires.

**Words for the Audience** Great speakers typically move about when they talk. They make their presence felt in the front of the room by taking over that space. They know that you need to capture the audience’s attention. They also realize that they need to claim their space up front. The human brain is very attuned to movement. If something stays stationary too long, we tend to have to use extra effort to stay focused on it. By using movement, it is easier for your audience to maintain their attention on you. Now you don’t want to just go jumping all over the room. You want to take advantage of whatever space is allotted to you, the speaker. The audience will help you get used to moving around by encircling you. They are taking advantage of the fact that most people tend to not leave their back to someone too long. Thus, this will encourage you to move and rotate around. Don’t forget your eye contact.

**Required Equipment:** None

**Required Materials:** None

# Speech # 8

## Random Topics

**Date:** \_\_\_\_\_ **Length of Speech:** 5 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** The development of extemporaneous speaking is the goal in this speech. This exercise provides the speaker the opportunity to practice formulating “on the fly” while speaking in front of a group.

**Instructions:** After the facilitator introduces the speaker, the speaker picks a topic out of a hat. An alternate method is to have one of the audience members give the speaker a topic. The speaker is given a minute to compose their thoughts and then the speech begins on the chosen topic.

**Words for the Audience** Your sitting in a meeting, daydreaming about your upcoming lunch break when all of a sudden the boss looks at you and asks, “What do you think about this?” Suddenly, everyone is looking at you. It’s time to think on your feet and fast. Being able to speak “on your feet” is a skill that can help all speakers. In this speech you will pick a topic from a hat or have a member of the audience provide one and speak on that topic for 5 minutes. This exercise will develop more spontaneous thinking when you speak. It can really be quite fun to see how random a topic a person can speak about for 5 minutes. Just pretend you’re a politician.

**Required Equipment:** None

**Required Materials:** None

# Speech # 9

## Demonstration

**Date:** \_\_\_\_\_

**Length of Speech:** 5 minutes

**Facilitator:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Purpose:** This is your chance to show us how something works. Bring in one of your favorite hobbies and tell us all about it. It doesn't need to be an actual hobby. It can be as simple as making a sandwich, (Be sure to bring enough for everyone though.) Actually show us how your hobby works. Bring in props or other visual aids and take the audience through your demonstration step by step. You will have 5 minutes to razzle and dazzle the audience. By the time you are through, everyone in the audience should be able to do what you just did.

**Instructions:** After the facilitator introduces the speaker, the speaker is given 5 minutes to demonstrate an object or system.

**Words for the Audience** This is your chance to show us how something works. Bring in one of your favorite hobbies and tell us all about it. It doesn't need to be an actual hobby. It can be a simple as making a sandwich, (Be sure to bring enough for everyone though.) Actually show us how your hobby works. Bring in props or other visual aids and take the audience through your demonstration step by step. You will have 5 minutes to razzle-dazzle the audience. By the time you are through, everyone in the audience should be able to do what you just did.

**Required Equipment:** None

**Required Materials:** None

# Speech # 10

## Question & Answer

**Date:** \_\_\_\_\_

**Length of Speech:** 10 minutes

**Facilitator:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Purpose:** This speech lets the speaker interact with the audience. The speaker learns that they are not always able to control the topic or the flow. The speaker becomes more familiar with dealing with interruptions and other distractions. They also learn how to deal with the increased time pressure.

**Instructions:** After the facilitator introduces the speaker, the speaker is given a general category, such as occupation or hobby, and is allowed to give a brief description of their topic. Such as, "I teach second grade". After this the audience asks questions about their topic.

**Words for the Audience** Sometimes you are speaking fine when out of the blue someone asks a question, completely interrupting your chain of thought. Learning to deal with these distractions is the goal of this speech. You will allow the audience to ask you questions about a topic that you choose. Discussing your occupation is a great place to start. By the time the 10 minutes are up, you will have fielded approximately 5-10 questions. Allow yourself to feel the time pressure but don't let it dictate your actions. Remember the floor is yours. Even though the audience may dictate the topic, you still control the floor.

**Required Equipment:** None

**Required Materials:** None

# Speech # 11

## Job Interview

**Date:** \_\_\_\_\_ **Length of Speech:** 10 minutes  
**Facilitator:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Purpose:** The goal here is to give the speaker confidence when interacting with the interviewer. This speech is accomplished by the group acting as a panel, interviewing the speaker. The panel asks various questions and the speaker needs to respond. The facilitator will function as the president of the company. To allow for more realism, make up a brief story about the type of company. For example, if the person says that they want to be interviewed for a chemist, start the interview off by describing some of the things that YOUR chemical company does. At the end, the group will let the speaker know how they did.

**Instructions:** The speaker is asked what position they want to interview for. Then the speaker is asked to leave the room and return, simulating entering an interview room. Once the speaker is seated, the facilitator gives a brief description of the company that the speaker is trying to work for. After that, the audience asks typical interview questions of the speaker.

**Words for the Audience** You spent hours on the computer perfecting your resume. The post office knows you by first name due to the volume of mail that you sent out. Finally, you receive news that all your hard work has paid off. A company wants you to come in for an interview. At first you are elated. But then you start to think ahead to the interview and the fear begins to build. Don't let that fear conquer you. Feeling the fear is okay, allowing it to control you is not. In this exercise you will participate in a mock job interview. Your fellow NSA'ers will function as an interview panel. You get to tell the panel what job you will be interviewing for and they get to spend 10 glorious minutes asking you all sorts of interview questions. This may not be the real thing but you will most likely still feel a lot of the same feelings. This is your chance to practice. Remember that these people are your friends. After it is over, ask them how you did.

**Required Equipment:** None

**Required Materials:** None

# Speech # 12

## Infomercial

**Date:** \_\_\_\_\_

**Length of Speech:** 10 minutes

**Facilitator:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Purpose:** This is the speech that brings all of the previous speeches techniques together. Here, the speaker is going to sell a product. They will have to move around the room, interact with the audience and use visual aids. A high level of excitement should be maintained.

**Instructions:** The facilitator introduces the speaker and allows them to put on their own infomercial. The format is similar to a demonstration speech but the speaker should be focused on trying to sell something to the audience.

**Words for the Audience** You now have 11 speeches behind you. This is your chance to put them all together. What you are going to do here is perform your own infomercial. We have all seen one. A person up front, full of energy and enthusiasm, selling us a product that they believe in. Use all of the techniques that you have learned and let it rip.

**Required Equipment:** None

**Required Materials:** None