



Public Speaking Mini Course

Lesson 4 - Workbook

Lesson 4 - The Testing Phase

Now that you have a prepared speech, complete with script, it is time to test the speech to ensure that you can deliver it comfortably and professionally. You will also get the opportunity to get some feedback to ensure that the message you are trying to convey is clear to an audience member as they listen to what you say.

How you test your speech will be strongly influenced by your comfort levels and the type of feedback you want to receive. Ideally before the "actual" speech you will test the content and test the speech in the room itself.

There are two types of testing you will want to complete ahead of the big day.

- Testing the content
- Testing the speech in the room

Why is this important?

The simple act of testing the speech will give you confidence that your message is clear and you are ready to present before you stand in front of the intended audience.

What questions do you need to answer before you can be completely confident you're ready to deliver this speech?

When you can answer "Yes!" to each of the statements below you are ready to Deliver the speech

1. I have practised and I am confident that the message is clear...
2. I have practised and I am confident that the time to deliver the speech aligns with the time I have available to present...
3. I have identified likely questions ahead of a Question & Answer session.
4. I have verified that my slides will display correctly in the room I will present in?

Who (and where) can you test the speech and get feedback?

- **Colleagues** - can be a great resource for work presentations as they will be able to more easily understand the intended audience for a presentation
- **Presentation Skills Coaches** - skilled at giving you feedback not only on the material but your delivery style as well
- **Friends** - make sure they are able to open and honest with you, and they will not simply tell you what they think you want to hear
- **Toastmasters Clubs** - a community resource to help you improve your delivery skills