Focus on:
- Common symptoms of nervousness
- Irrational beliefs and how to change them
- Application of Communication Apprehension treatments to public speaking
- General suggestions to reduce Speech Anxiety

**Common Physical Symptoms of Nervousness**
- Heart palpitations
- Stomach issues
- Perspiration
- Trembling or shaking
- Jitteriness
- Breathlessness
- Dry mouth

**BOTTOM LINE**
Your audience likely won't notice your nervousness & usually won't mind if they do notice it

Albert Ellis

**Irrational Beliefs**

**A**ctivating Event: Professor assigns a major speech due in 2 weeks

**B**elief: I am never able to do things on time. I'll probably fail again.

**C**onsequences: Begins to procrastinate

**R**ational Belief: This is a difficult assignment and will likely require a lot of preparation

**R**ational Consequences: Starts making an outline
Adapting Communication Apprehension treatments to address public speaking anxiety

- **Systematic desensitization** - work in stages, starting with small steps
- **Cognitive restructuring** - changing the way you think
- **Rhetoritherapy** - skills training

Prepare a Back-Up Plan

**Back mapping**

- Break down assignment into tasks
- Estimate time for each task
- Create a schedule with internal deadlines
- Follow the schedule

**Sample Backmap**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brainstorm topics (30 min)</td>
<td>Finalize topic</td>
<td>Library Research (2 hrs)</td>
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<td></td>
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<td></td>
<td></td>
<td>Research 3 topics (1 hr)</td>
<td>Internet research (2 hrs)</td>
<td>Revise outline (1 hr)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Finalize topic</td>
<td>Draft outline of speech (1 hr)</td>
<td>Practice</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brainstorm topics</td>
<td>Research 3 topics</td>
<td>Practice</td>
</tr>
<tr>
<td>• Identify necessary visual aids</td>
<td>• Practice outline 2x (10 min)</td>
<td>• Review outline (1 hr)</td>
<td>• Practice outline 2x (10 min)</td>
<td>• Practice 2x with notes &amp; aids (30 min)</td>
<td>• Practice 2x with notes &amp; aids (30 min)</td>
<td>• Practice 2x with no notes</td>
</tr>
<tr>
<td>• Draft Intro/Concl (1 hr)</td>
<td>• Ask friend to review (30 min)</td>
<td>• Read source citations (30 min)</td>
<td>• Practice outline 2x (10 min)</td>
<td>• Practice 2x with notes &amp; aids (30 min)</td>
<td>• Practice 2x with no notes</td>
<td>• Speech Day</td>
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</tbody>
</table>
General Suggestions to Managing Speech Anxiety

- Reframe the speech and your feelings
- Visualize success
- Have a back-up plan
- Have realistic expectations
- Get familiar
  - Assignment
  - Content
  - Your notes and aids
  - Location & audience
  - Start early

Remember: Most nervousness is not visible to your audience

Practice
- Speak out loud
- Record yourself
- Practice 6+ times
- Start in the middle
- In front of a mirror
- With the TV on

- Remember Systematic Desensitization
- Adjust to your “symptoms”
- Put speech anxiety in perspective “horror floor”

Processing Time!

- What symptoms of nervousness do you experience most often, and how can you manage them?
- How do your thoughts affect your anxiety level? And how can you make your thoughts work for you?
- Which suggestion for managing speech anxiety do you think will help you the most?