

## SCHEDULING A SPEECH

One of the first tasks you complete as a member is to deliver your Ice Breaker speech to your club. The Ice Breaker is your opportunity to introduce yourself to the club and help others get to know you. For some this can be terrifying and for others it's easy, but know that you're supported by everyone in your club.

At the end of a club meeting, talk to your VPE to set a meeting date for your Ice Breaker speech. They may also schedule this speech for you soon after you become a member. Speak with your VPE to determine the best way to get in touch to schedule speeches as you move through your learning experience.

### TIPS FOR COPING WITH NERVOUSNESS

You may be nervous to speak. Feeling nervous happens to everyone. Even experienced speakers can get nervous before presenting to an audience. Nervousness is a challenge every speaker must confront. Read these tips to help manage and control nervousness and become an effective speaker.

- Arrive early to the meeting room to get familiar with the space. If you plan to use technology or visual aids, you may find it helpful to practice with them before the meeting begins.
- Practice your speech and revise it until you can present it with ease.
- Concentrate on your breathing. You can ease your tension by doing breathing exercises that work for you.
- Visualize yourself giving a successful speech. Picture the audience applauding as you finish and return to your seat.
- Realize that audience members support your success. They aren't there to judge you. They want to hear your message.
- Don't call attention to your nervousness. If you don't say anything about it, likely nobody will notice.
- Concentrate on the message you are communicating to your audience. Your nervous feelings will be reduced if you focus your attention away from your anxieties.
- Take every opportunity to speak. Experience builds confidence. Most beginning speakers find that they manage anxiety better after each speech they give.