



SPEAKING

Public Speaking Confidence Guide

Speak to any audience without fear — PREP framework and breathing techniques

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The Fear Is Normal -- Here Is How to Beat It

Glossophobia (fear of public speaking) affects 75% of people. Even experienced speakers feel nervous. The difference is they have learned to channel that energy. This guide gives you the tools to do the same.

1. The PREP Framework

PREP is the simplest structure for any speech, presentation, or impromptu talk. It works for 2-minute updates and 20-minute keynotes.

Letter	Stands For	What to Do
P	Point	State your main message in one sentence
R	Reason	Explain WHY this point matters
E	Example	Give a specific, vivid example
P	Point	Restate your main message

This works because audiences remember the first and last things they hear.

2. 5 Techniques to Manage Stage Nerves

Box Breathing (4-4-4-4): Breathe in for 4 seconds, hold 4, out 4, hold 4. Do this 3 times backstage.

Power Posing: Stand in a "victory" pose for 2 minutes before speaking. Research shows this reduces cortisol.

Reframe Nervousness as Excitement: Say "I am excited" instead of "I am nervous." The physical sensations are identical.

Focus on the Message, Not Yourself: Your audience wants YOU to succeed. They are rooting for you.

Practice the First 30 Seconds: Nerves peak at the start. Nail your opening and confidence builds naturally.

3. The 5-Minute Daily Practice Routine

Minute	Activity
1	Stand tall, shoulders back, take 3 deep breaths
2	Speak your self-introduction aloud with energy
3	Pick a random topic and speak about it for 1 minute
4	Practice pausing -- say a sentence, pause for 3 seconds, continue





Minute	Activity
5	Record yourself and note one thing to improve tomorrow

4. Body Language Cheat Sheet

- **Eye contact:** Look at different sections of the audience for 3-5 seconds each
- **Hands:** Use open gestures. Avoid crossing arms or putting hands in pockets
- **Movement:** Move with purpose. Do not pace. Step to one side, then the other
- **Voice:** Vary your pace and volume. Pause for emphasis. Silence is powerful
- **Smile:** It builds connection and makes you feel more confident

Practice

Stand up right now and deliver a 60-second PREP speech about "Why learning English matters." Record it. Watch it. You will be surprised how good you look.