

# Speaking in Front of a Group



## 1. Content

- Speak in an organized and understandable way
- Use effective and attractive visual aids when appropriate
- Be brief and to the point

## 2. Body Language

SOLVER

- S     **stand easy**, knees UNlocked, and BREATHE
- O     adopt an **open posture**, ‘make peace’ with your hands, gesture
- L     **listen** with openness and curiosity... let yourself be absorbed
- E     make **eye contact**... appropriate to the setting
- R     stay **relaxed** and **real** (be yourself), and BREATH!

## 3. Voice

- Use a clear voice
- Speak at a comfortable volume
- Choose a good speaking speed - not too fast or too slow
- Have variety in your tone
- Be aware of, and avoid idiosyncrasies (e.g. umm, okay, ahh, etc.)

has said so that  
can hear a conc

*that we're planning on  
when the football team h  
is, you are concerned th  
proposing that we hold ou  
re planning on.*

Understanding of a participant's st  
he or she is saying.

*ing that the plan isn't realistic? I'm  
meant. Could you please run it by us  
baign be?*

ment an interesting or insightful comme

*s a good point. I'm glad you brought that*

laborate on a participant's contribution to the  
suggestion a new way to view the problem.

*What Matt has just said gives us a good idea of  
this campaign, now lets try to look at it from a  
would their thoughts about*

5. Energize a discussion by quickening the pace, using humour, or, if necessary, prodding the group for more contributions.

*Okay, since we're having a hard time getting started today, I have a challenge for you; for the next two minutes, let's see how many new and creative poster ideas you can come up with.*

6. Disagree (gently) with a participant's comment to stimulate further discussion.

*I can see where you are coming from, but I'm not sure what you are describing is always the case. Has anyone else had an experience different than Amy's?*

7. Mediate differences of opinion between participants and relieve any tension that may be brewing.

*I think that Tom and Karen aren't really disagreeing with each other but are just bring out two different sides of the issue.*

8. Pull together ideas, showing their relationship to each other.

*From what both Emily and Marco have said, personal goal setting is very much a part of time management. You need to be able to establish goals for yourself on a daily basis in order to much more effectively manage your time.*

9. Change the group by altering the methods for obtaining participation or by having the group evaluate ideas that have been presented.

*Let's break into smaller groups and see if we can come up with some additional awareness building ideas that haven't been brought up already.*

10. Summarize (and record – if desired) the major views of the group.

*I have noted three major reason that have come from our discussion on why we should hold our event at the school itself: 1) It's free of charge; 2) It's easily accessible to the student body; 3) The space itself is very large and able to hold many people.*

For information on the Red Cross's **Facilitator Training** or **Leading a Group** workshops, email [michelle.hassen@redcross.ca](mailto:michelle.hassen@redcross.ca)