

# Picture Yourself

## SPEAKING AND LISTENING WORKBOOK

Name

# WELCOME

Welcome to your communication skills workshop with Speakers Trust and Royal Museums Greenwich. We are going to use the iconic Armada Portrait of Queen Elizabeth I to inspire us to find our own voices and speak up about the issues that matter today.

Art is a powerful platform to communicate, challenge and explore ideas, raise awareness, provoke and offer multiple perspectives. The Armada Portrait was carefully constructed as a spectacle of female power to inspire awe and wonder. With multiple layers of meaning it shows us the power of symbolism and asks questions about how we see and present ourselves today. Elizabeth knew that not only did her actions strengthen her position as queen, but her image formed her identity. In the present day we can draw on parallels with social media and how we manipulate and curate images of ourselves. The subject of a portrait would often include objects that were important to them. This can help the viewer imagine what historical figures were like. Elizabeth chose powerful symbols to express her identity and understood how to market herself as an established brand and forceful female leader.

We hope this project brings the portrait to life so you can make contemporary connections and the themes promote exciting debate.



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# GET READY TO SPEAK OUT

Knowing how to speak up and voice your opinion can change everything – today is your opportunity to picture the world you want to live in, and take the first steps towards making change. The Armada Portrait will provide the perfect platform for finding your voice and helping you be heard.

Today is about you and your peers sharing views, learning from each other and building communication skills with one of our expert trainers. These skills provide many benefits that spread to the home, school, work and society.

We help everyone who takes part in our training to become a better communicator, with a greater awareness of the importance of speaking out. We have found that this improves education and employment prospects as well as the confidence to use the power of their voice to bring positive change.

Through our step-by-step approach you can expand your comfort zone, exceed expectations and unlock your potential.

## What could you get out of this experience?

Understanding that your opinion matters

Increased confidence

Improved speaking, listening and feedback skills

Deeper understanding of how image conveys a message

Increased appreciation of diversity

Realisation that you can thrive outside of your comfort zone

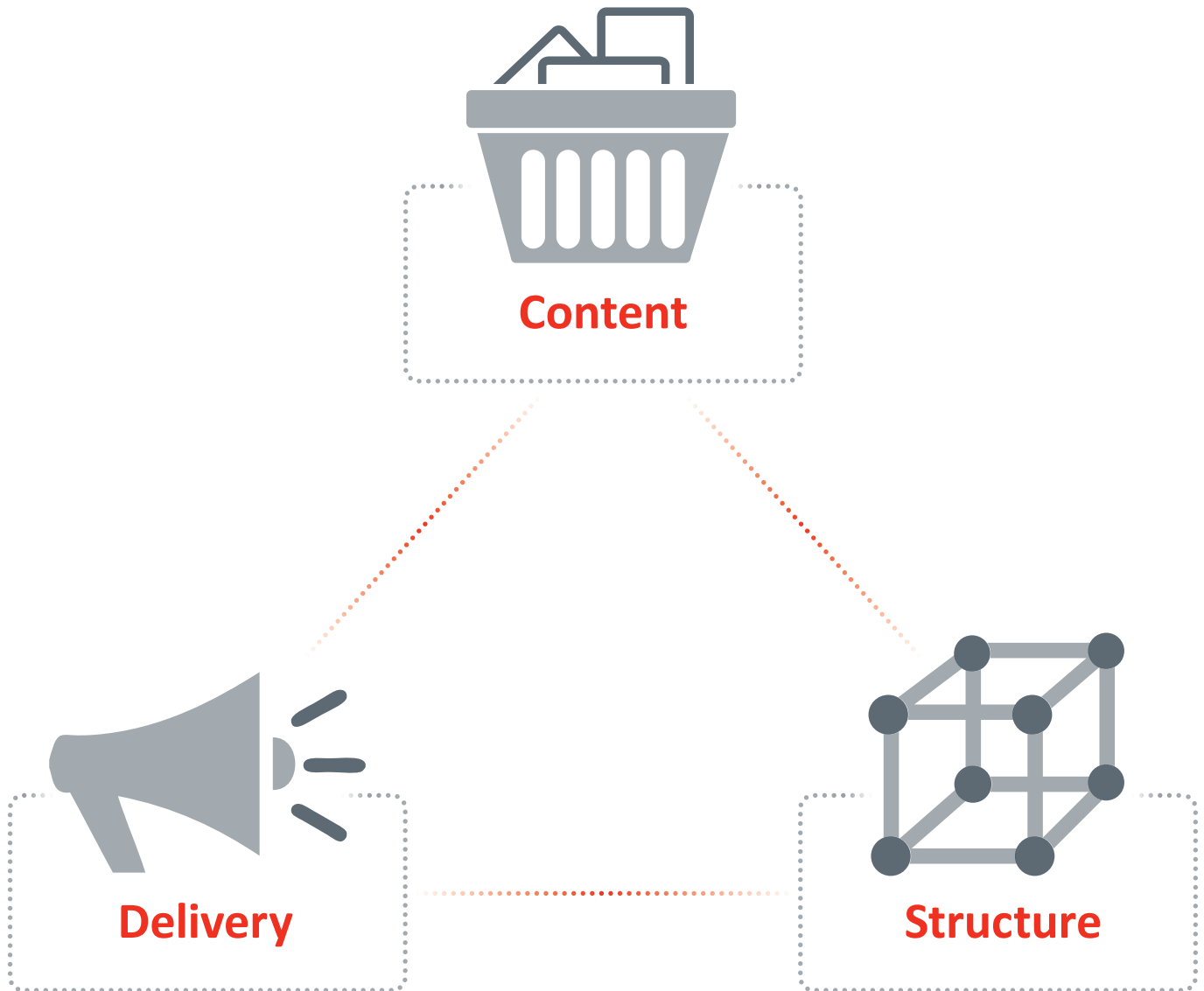
Increased knowledge of history and its relevance today

Ability to make a link between heritage and your modern world

Communication is like any skill – we get better with practice.

For more support, guidance and training after this workshop, visit [www.speakerstrust.org](http://www.speakerstrust.org)

# THE COMMUNICATION TRIANGLE



## Content

### What goes into the speech

The issues that the painting inspires for you. Accurate facts and information, original ideas, interesting stories.

## Delivery

### How the speech is delivered

Use of voice and body language to increase the impact of the speech.

## Structure

### How the speech is put together

A 'hook' at the beginning, carefully crafted content, a message or challenge at the end.



# THE 5 Ss

Your speeches or presentations should always include the 5 Ss:

## Stride

Walk to the platform with energy and purpose. Your speech begins before you speak.



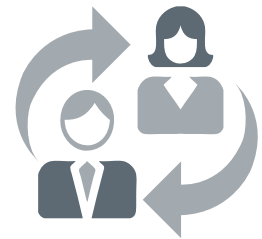
## Stand

Allow the audience to focus on you. Don't distract them in the first moments of your delivery by moving around.



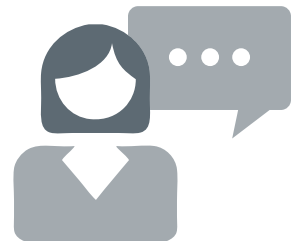
## Smile

Smiling relaxes you and your audience. Use this to engage with people early on.



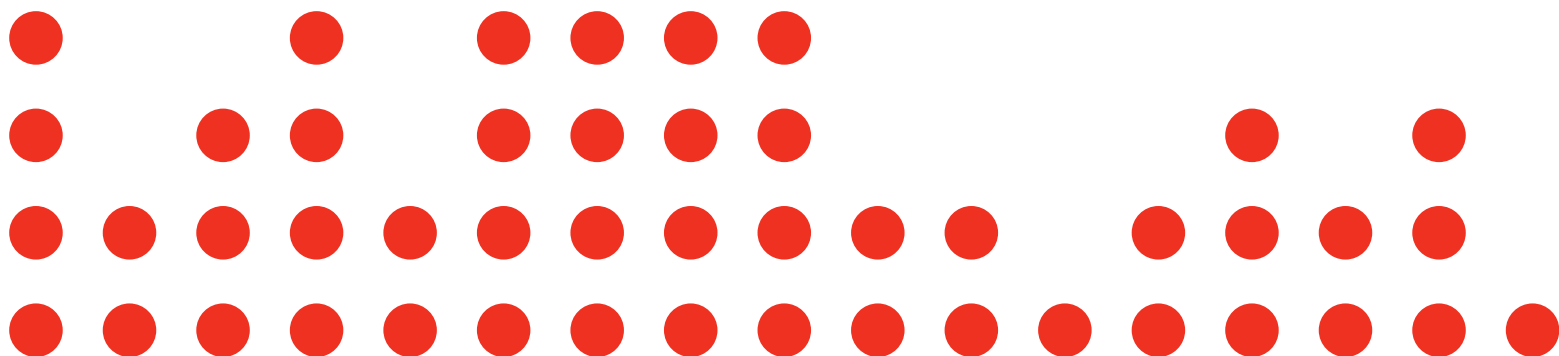
## Speak

Be ready to start speaking. Remember: you are in control.



## Stay

When you have finished, look around, nod or smile and take your applause before leaving the stage.



# TOP TIPS FOR SPEAKING

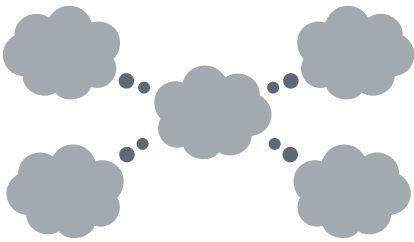
**Be yourself**



**Make good eye contact**



**Structure your thoughts**



**Keep it simple**



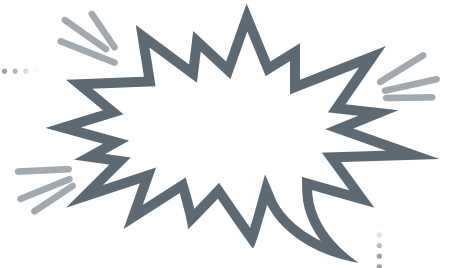
**Project your voice**



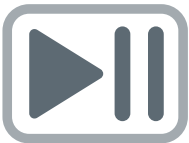
**Speak from the heart**



**Be animated**



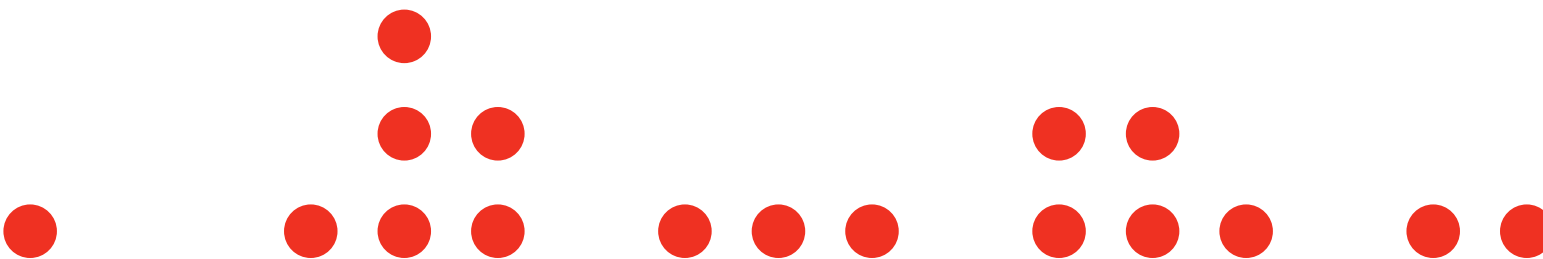
**Pitch, pace, power... pause**



**Keep to time**



**Practise, practise, practise**



# WINNING WITH FEEDBACK

**Receiving** feedback allows us to identify the things we are good at and improve any weaker areas. **Giving** effective feedback improves our listening skills and helps other speakers develop.

Here is how to W.I.N.

## W

**Wonderful**

What did they do well?

## I

**Improve**

How do you feel they could improve?

## N

**Notice**

What else did you notice that was useful or effective?

## My Feedback Log

First session – Impromptu speech

Wonderful

Improve

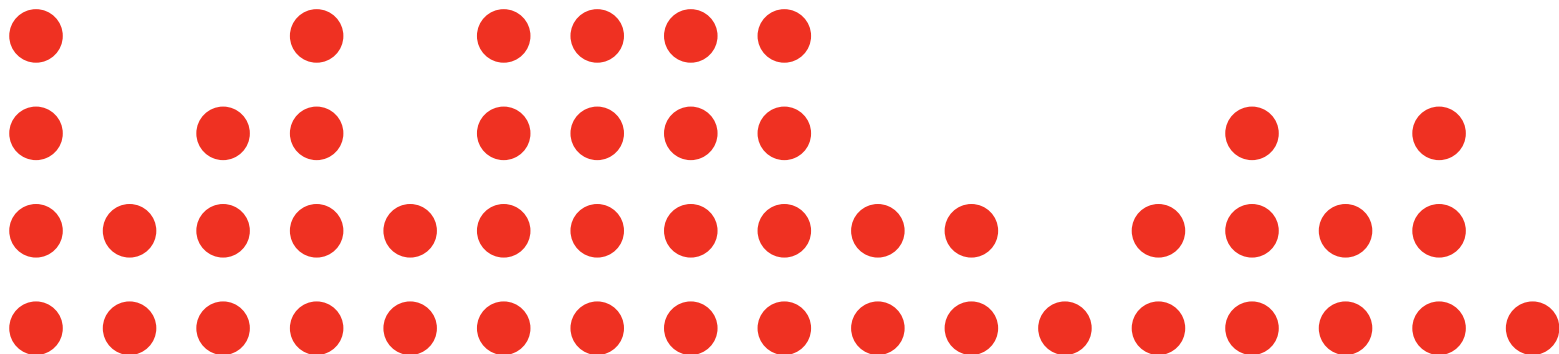
Notice

Second session – My Story speech

Wonderful

Improve

Notice



# TOP TIPS FOR LISTENING

If you practise your listening skills as well as your speaking skills, you will become an effective communicator and leader.

## 1. Show that you are listening

When another person is speaking look at them, nod and smile. Show that you are listening. This will support the person who is speaking as well as help you focus on what is being said.



## 2. Be a good listener

A person who genuinely tries to listen is often regarded as more open, more intelligent and more aware than someone who does not.



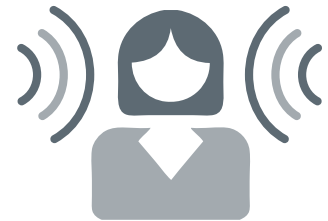
## 3. Be interested in others

There is always something interesting about everyone! Listen to learn something new about the speaker.



## 4. Tune in 100%

'Tune in' to the speaker, 'tune out' everything else. The greatest compliment you can give to another person is to give them your full attention while they are speaking. Do not let yourself be distracted or cause others to be distracted.



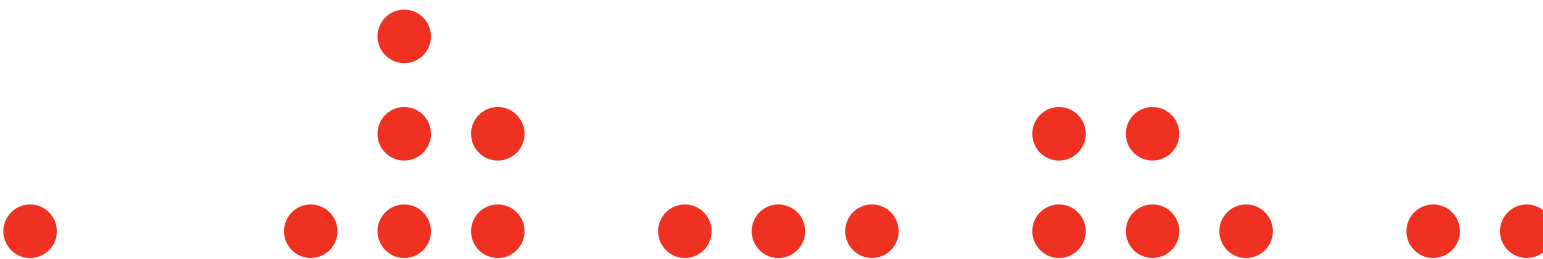
## 5. Make the other person feel important

We all like being around people who make us feel good about ourselves. The best way to make someone feel good about themselves is to take an interest in what they have to say.



## 6. Stay open

Sometimes a speaker may say something that you don't agree with. Always hear them out and allow them to speak uninterrupted. Try to see it from their point of view and always stay open to ideas and perspectives that are different from your own.



# TIPS FOR IMPROMPTU SPEAKING

## How to speak on the spot

### 1. Pause

Take time before replying.  
Repeat the questions if it's helpful to do so.



### 2. Commit to your answer

Once you've committed to your answer, your brain will find evidence to support it.



### 3. Conclude with purpose

It's all about tone of voice.  
Repeating your original point is a better closing than tailing off with "that's it..."



## PEP – how to stay on track

### Position

This is what I think/what I'd like to do

### Explain

This is why I think that

### Position

That's why I think what I think/that's what I want you to do

The painting may raise lots of questions in your head. This part of the workshop is your chance to ask some of those questions and see how other people in the group respond.

Although the painting was created hundreds of years ago the themes are still relevant today. Below is a list of the themes apparent in the work.

Gender

Power

Identity

Image

Colonialism

### Some questions to think about:

Q: Is how we present ourselves to the world important?

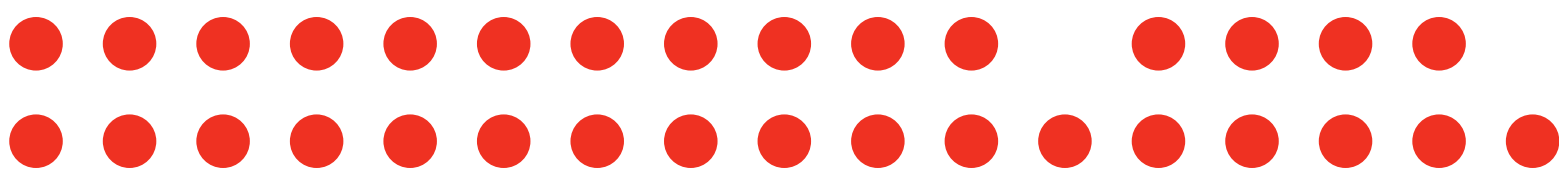
Q: What do you think "real luxury" is in our modern times?

Q: Do you think it's important to stand out from the crowd?

Q: What does modern Britain look like? Sound like? Feel like to you?

Q: How can you change what people think about you?

Q: Do we live in a society that encourages people to stand up for what they think matters?





# TECHNIQUES FOR OPENING AND CLOSING

**Techniques & effects**



LIGHTS

CAMERA

ACTION

**Power of three**



**Accurate stats & facts**

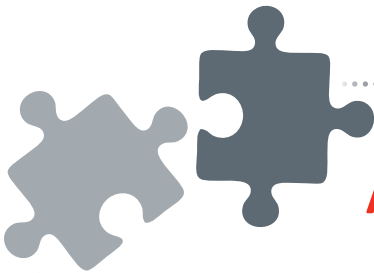
**Time & place**



**An intriguing start**



**Bold statement**



**A challenge**

**Humour**



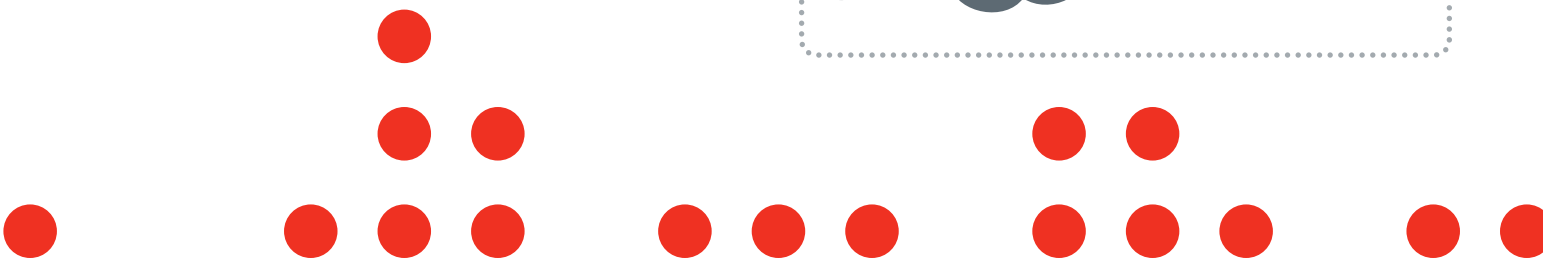
**Quotation**



**A rhetorical or direct question**



**Imagine...**



# SPEECH BUILDER: "MY STORY"

This is your opportunity to deliver a short story inspired by the image of Elizabeth I in the painting.

## Step 1: What does the painting make you think of?



## Step 2: Your opening (beginning)

How will you 'hook' the audience with your opening sentence?

Make a startling statement	or	Set the scene	or	Ask a rhetorical question
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## Step 3: Key points (middle)

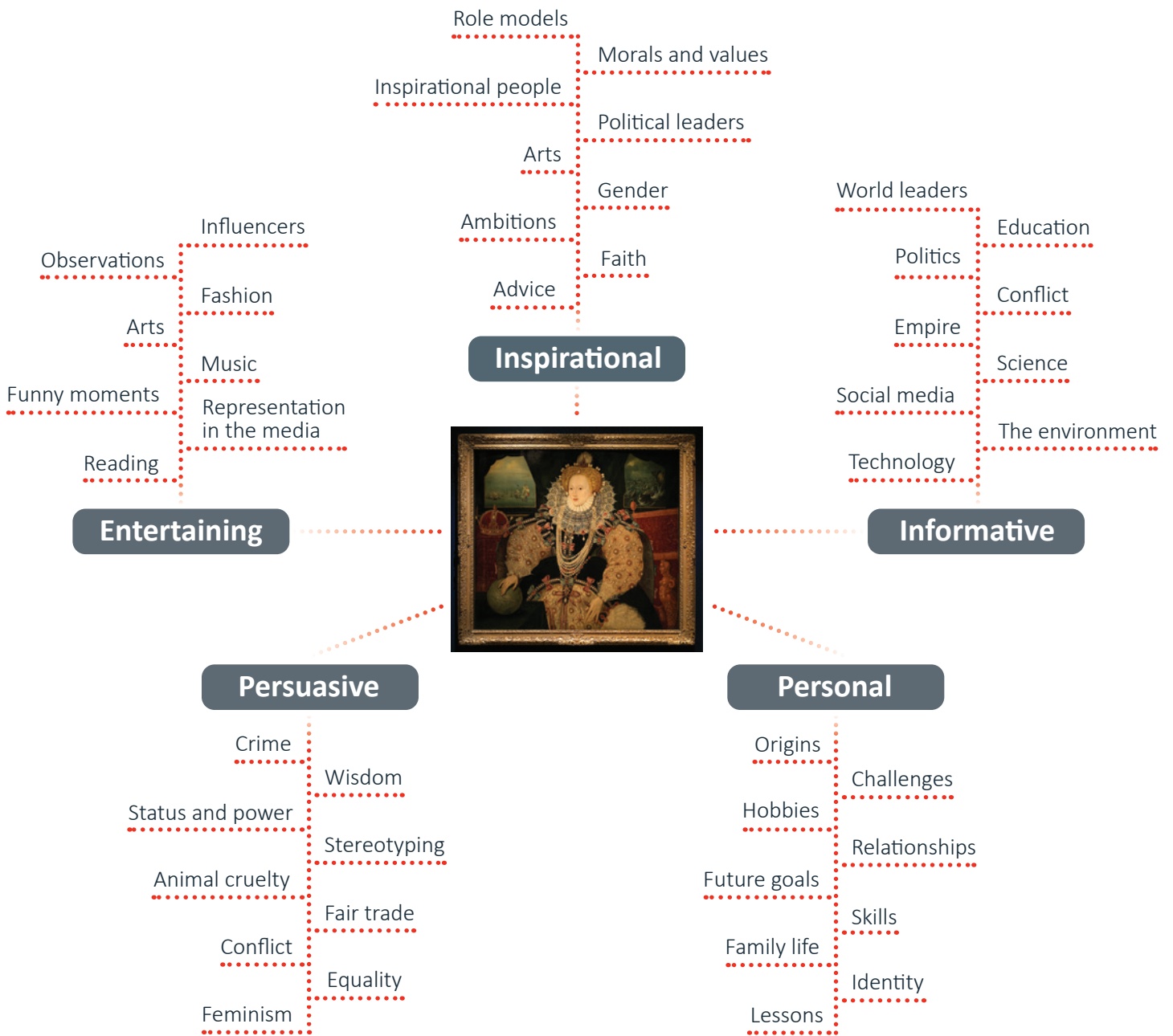
Make a note of the key points of your story. Who is in the story? What happens?

## Step 4: Your closing message (end)

What is your message and what impact do you want it to have?

Today's workshop is an opportunity for you to improve the skills and confidence needed to present your point of view.

# YOUR TOPIC GENERATOR



Remember the themes of the portrait? How can you link these themes to a topic?

*Portrait themes such as gender, colonialism and its legacies, identity, power and status, image and representation, leadership, aspiration, inequality, having a “voice” and being “heard”.*



# SPEECH BUILDER

## Topic

.....

## What is the purpose of your speech?

.....

## Opening

**10%** – What is the opening that will hook the audience?

.....

## Body

**80%** – What are your three key points? Please include stories or examples.

1. ....

2. ....

3. ....

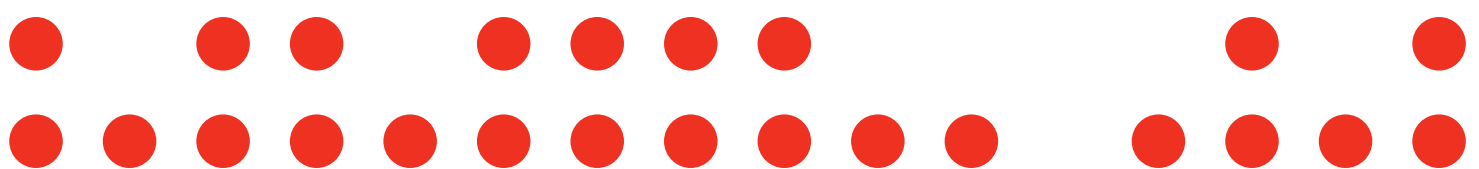
## Closing

**10%** – What are the closing words that will inspire, amuse or motivate the audience?

.....

## REMEMBER

 <b>Stride</b> with confidence	 <b>Stand</b> firm	 <b>Smile</b> to engage	 <b>Speak</b> with clarity	 <b>Stay</b> for applause
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# FEEDBACK: TELL US WHAT YOU THINK

## At the START of the activity

1. I understand the historical significance of Queen Elizabeth I and the symbolism within the Armada Portrait

1 2 3 4 5 6 7 8 9 10  
Strongly disagree Disagree Agree Strongly agree

2. I feel confident in trying and doing new things

1 2 3 4 5 6 7 8 9 10  
Not confident Quite confident Confident Very confident

3. I feel confident when I have to stand up and talk to a group of people

1 2 3 4 5 6 7 8 9 10  
Not confident Quite confident Confident Very confident

4. Under pressure I stay focused and think clearly

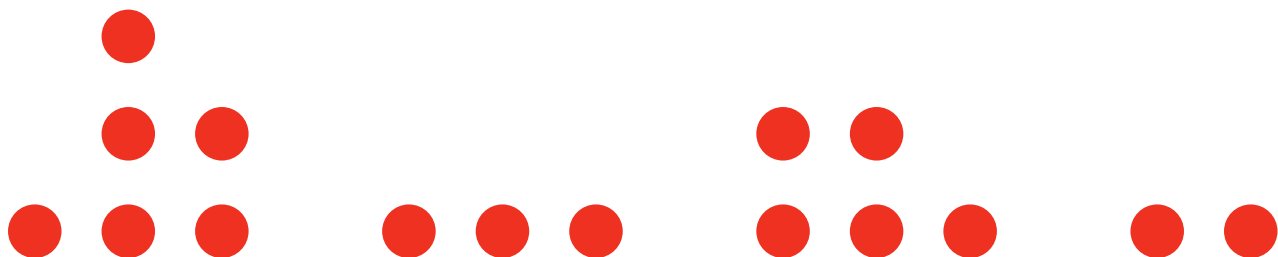
1 2 3 4 5 6 7 8 9 10  
Not true at all Rarely true Sometimes true Often true True nearly all the time

5. I know how to get my point across by organising the content of a speech clearly

1 2 3 4 5 6 7 8 9 10  
Strongly disagree Disagree Agree Strongly agree

“There are two types of speakers: those who get nervous and those who are liars.” - Mark Twain

“Words mean more than what is set down on paper. It takes the human voice to infuse them with deeper meaning.” - Maya Angelou



# FEEDBACK: TELL US WHAT YOU THINK

## At the END of the activity

1. I understand the historical significance of Queen Elizabeth I and the symbolism within the Armada Portrait

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

2. I have been inspired to make connections between the portrait and life today

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

3. I felt stretched and challenged today

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

4. I feel confident when I have to stand up and talk to a group of people

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Not confident			Quite confident		Confident		Very confident		

5. This workshop has improved my ability to stay focused and think clearly under pressure

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Not true at all		Rarely true		Sometimes true		Often true		True nearly all the time	

6. I know how to get my point across by organising the content of a speech clearly

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

7. I have learnt about my classmates and understand more about their different viewpoints, feelings and values

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

8. I understand how to make improvements based on feedback I received today from others

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

9. I felt able to express myself today

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

10. I have learnt skills I can apply in the next stage of my education, training or employment

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

11. The trainer gave me the support I needed today to test out ideas through practical exercises and advice

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Strongly disagree			Disagree		Agree		Strongly agree		

12. How do you rate the workshop?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7	8	9	10
Poor		Average			Good		Very good		

13. What did you enjoy the most? What would you like to tell others about your experience today?



# COMMUNICATING CONFIDENTLY

## Top tips for confident speaking without really trying!

### For today's speech remember:

**The audience wants you to succeed**

They can't feel the butterflies, sweaty palms or shaking knees. They are listening and are all on your side.

**Remember to breathe**

Take some deep breaths before you speak. This eases tension and will help you project your voice.

**Memorise your short and simple opening and conclusion**

This makes you appear confident. You can then focus on making eye contact to engage your audience.

**Visualise success**

Imagine yourself speaking to a large audience. Picture the room, see the people and hear the applause.

**Resist the temptation to apologise**

The audience will never know if you leave out part of your speech. Use the power of the pause and continue.

### For future speaking opportunities:

**Practise**

In front of a mirror, at home, in the car, to your friends and peers. Hear yourself speak.

**Know your material**

Have facts, figures and examples at the ready. Be prepared.

**Plan**

Think ahead. Proper preparation prevents a poor performance.

**Remember the feedback you have been given**

Think back to suggestions for improvement. Be aware of your personal challenges.

**Take every opportunity to speak**

Communication is a skill that can be learnt. Once you have the basics, you can continue to develop.


## Notes


A large rectangular area with a red dotted border, containing horizontal red dotted lines for writing notes.



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 @speakerstrust  
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 Speakers Trust  
royalmuseumsgreenwich

 Speakers Trust  
Royal Museums Greenwich



Royal Museums Greenwich comprises the National Maritime Museum, Royal Observatory, *Cutty Sark* and the Queen's House. Together we're dedicated to enriching people's understanding of the sea, the exploration of space, and Britain's role in world history.



Speakers Trust exists to unlock potential through the power of communication. Our vision is for every young person to be able to speak confidently and be heard. We work with over 20,000 young people people a year to share their positive message with their peers and community.



This project has been funded and made possible by The National Lottery Heritage Fund.

