

# Speak to be Heard Workbook

Exercises for groups and  
individuals to improve their in-  
person communication skills.

Presentation by  
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# INTRODUCTION

We are each of us born with a powerful, agile, expressive voice. But as we grow and interact with the world, we are taught to subconsciously suppress our impulses. We distance ourselves from our feelings and thoughts. We make ourselves smaller and quieter. We separate breath from voice in order to better edit ourselves, dissemble, equivocate, even hide.

Over the years these subconscious habits solidify and we can find ourselves using our voices ineffectively. If you are unaware of how you create your vocal tone, how can you hope to modulate it to best suit your intention?

Use this workbook, in conjunction with the online presentation, to break down the most common bad habits that get in your way when it comes to effective communication.

## MEASUREMENT

Measure your progress using the Charisma Checklist on the next page. Record yourself speaking. Use as much detail as possible to describe everything you remember about each element of charisma after the experience.

Later, when you watch it back, fill out the form again. The difference between how it felt on the inside and looked on the outside is key information.

## THE CHARISMA CHECKLIST

Make a note here of how you prepared, how you were feeling JUST before speaking, as well as any warm-ups you may have done:

	After Speaking	Group Feedback	Recording
Word Choice, Organization			
Clarity, Ease of Understanding			
Human Connection			
Vocal Tone, Volume, Variety			
Body Language			
Authority, Ownership			
Passion, Energy			

# GROUP EXERCISES

Start a speaking club with some colleagues. Meet once a week for 30 to 60 minutes and take turns speaking in front of each other. Make the "speaking spots" between 2 and 5 minutes per person. If unsure, start with 2 minutes per person and slowly increase until you reach 5 minutes.

Use the Charisma Checklist to evaluate yourself before receiving feedback from others, then later watch your video back and fill that out too.

Choose speaking topics that are relevant to your work. If you can't think of any speaking topics, here are some generic examples.

If possible, have everyone speak on the same topic each meeting. It's easier to compare apples to apples.

## SPEAKING TOPICS

- Introduce yourself. Practice that elevator pitch..
- Recall a favourite memory: a holiday, date, party, achievement, or just a beautiful day.
- What are your plans / aspirations / dreams for the upcoming year?
- What's your favourite TV show / movie / musician?  
What do you like about it?
- What book are you reading right now? What is it making you think about?
- Describe your favourite meal. Like, absolutely perfect, if you could do whatever you wanted.
- Do you have a hobby? How does it work?  
Where do you do it? How does it make you feel?

## MEASUREMENT

# GROUP EXERCISES

Each time you meet to speak, focus on improving a different element of charisma. At first it will take time to build your "in the moment awareness". Once you get the hang of it, DO NOT be tempted to focus on improving more than one element at a time. The elements that you are not focussed on may momentarily get worse, this is normal. They will come back.

Use your first meeting to discuss the Charisma Checklist as described in the ebook, which you can download at:  
<https://www.theinspiredspeaker.com/charisma-ebook.html>

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**STEP ONE:** Just build your awareness, don't try to improve anything yet. Get to the point where you can fill out a description for all of the 7 elements.

**STEP TWO:** Identify your top 3 and worst 3 elements. Know your strengths and your weaknesses.

**STEP THREE:** Choose one of your weakest elements and focus on improving that. ONLY ONE don't stress the others.

**STEP FOUR:** Continue targeting your weakest element week after week until you see some improvement, then choose your next weakest and so on.

# RESOURCES

**The Secret Exercise to Unlock the Power of Your Voice** plus the **Charisma Checklist and EBook** should be enough to significantly improve your awareness and help you to calibrate your internal and external experience of speaking.

There is, of course, so much more.

Which is why you have also been gifted **3 free consecutive months in the Online Speakers Training Portal**. When you register for the Portal, book a call with Danielle, and together you can discuss and decide which of the many trainings and resources would be more beneficial for you at this stage of your journey.

In addition to accessing a library of every online training and resource in The Inspired Speaker Academy (*aside from the 12 week Speaker's Intensive Program*), being part of the Portal means you also get **one free Practice Lab ticket per month**.

These live online sessions combine the best of private coaching with the best of group coaching. You can bring absolutely anything you like to present, get feedback, or work on it together.

**Access all of your resources at the link below.**

[WWW.THEINSPIREDSPEAKER.COM/ENTUITIVE.HTML](http://WWW.THEINSPIREDSPEAKER.COM/ENTUITIVE.HTML)