

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

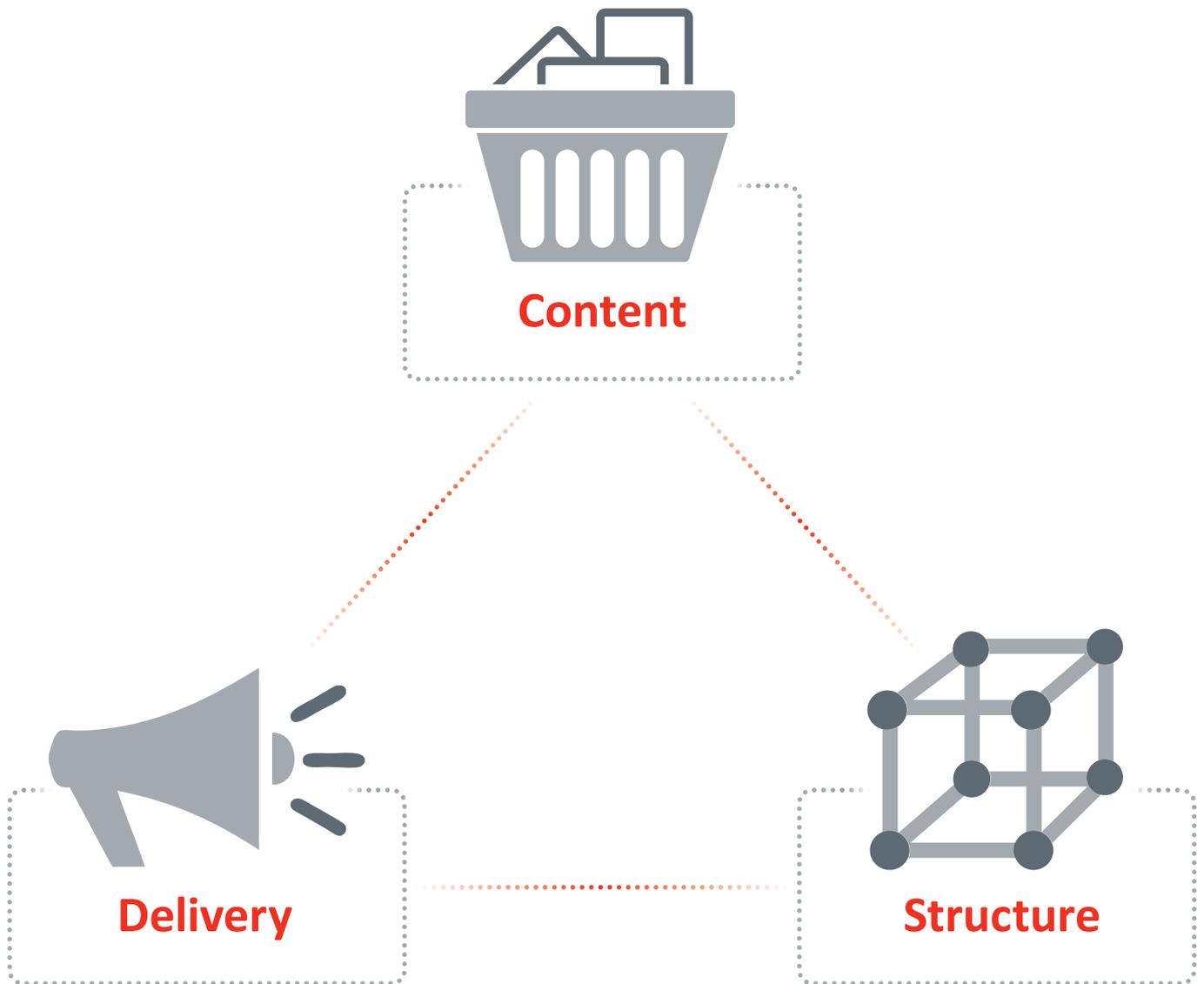
Increased knowledge of history and its relevance today

Ability to make a link between heritage and your modern world

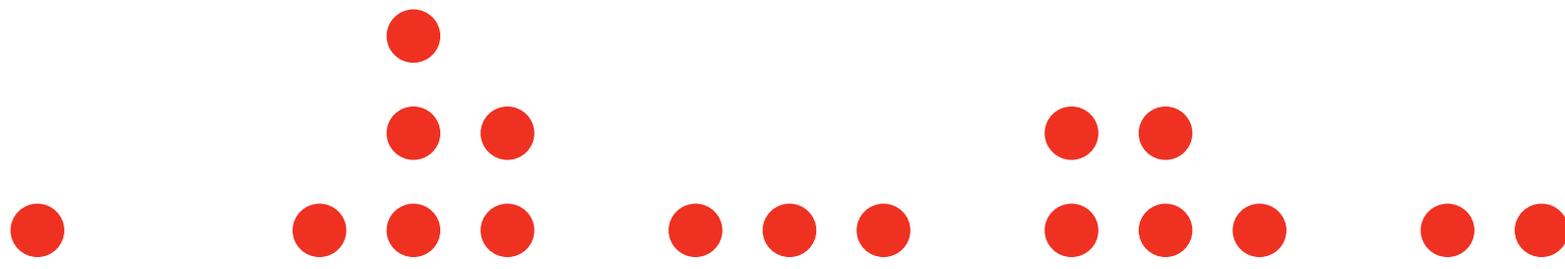
Communication is like any skill – we get better with practice.

For more support, guidance and training after this workshop, visit www.speakerstrust.org

THE COMMUNICATION TRIANGLE



<p>Content What goes into the speech The issues that the painting inspires for you. Accurate facts and information, original ideas, interesting stories.</p>	<p>Delivery How the speech is delivered Use of voice and body language to increase the impact of the speech.</p>	<p>Structure How the speech is put together A 'hook' at the beginning, carefully crafted content, a message or challenge at the end.</p>
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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.



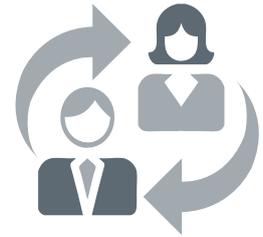
Stand

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



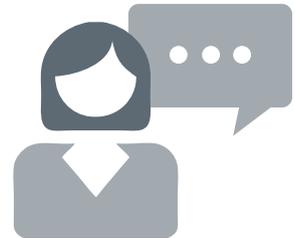
Smile

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



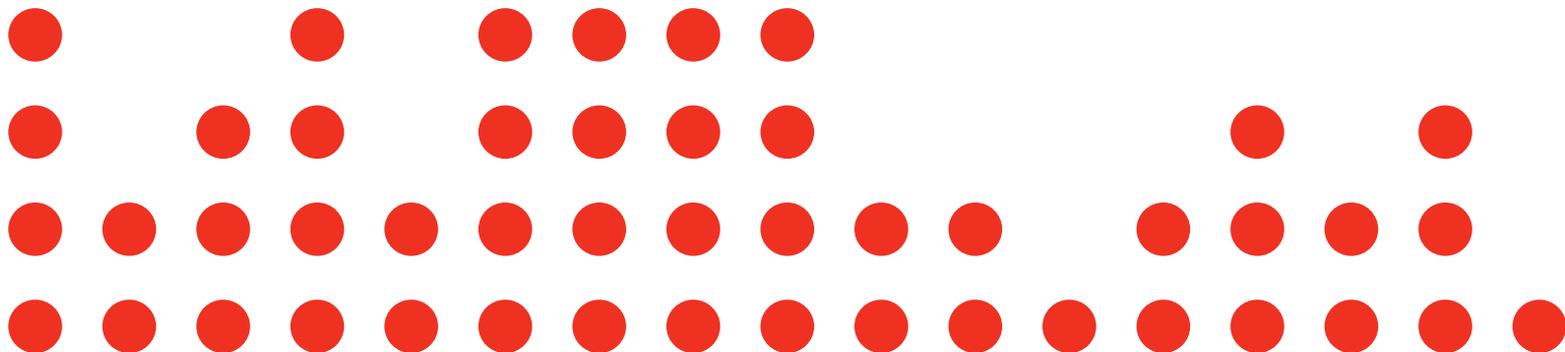
Speak

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

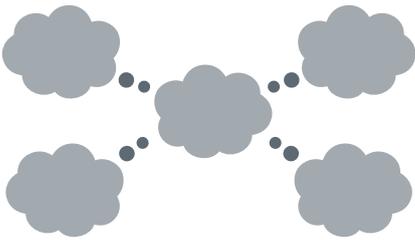
Be yourself



Make good eye contact



Structure your thoughts



Keep it simple



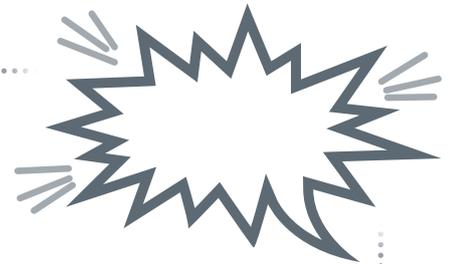
Project your voice



Speak from the heart



Be animated



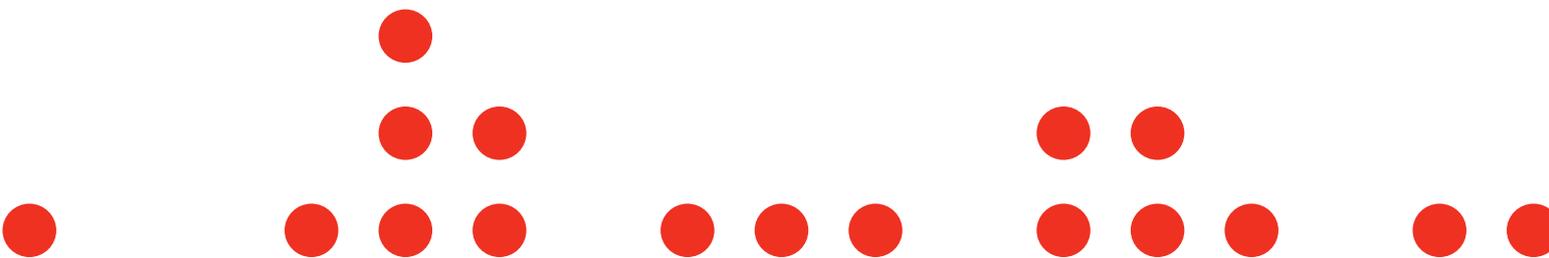
Pitch, pace, power... pause



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

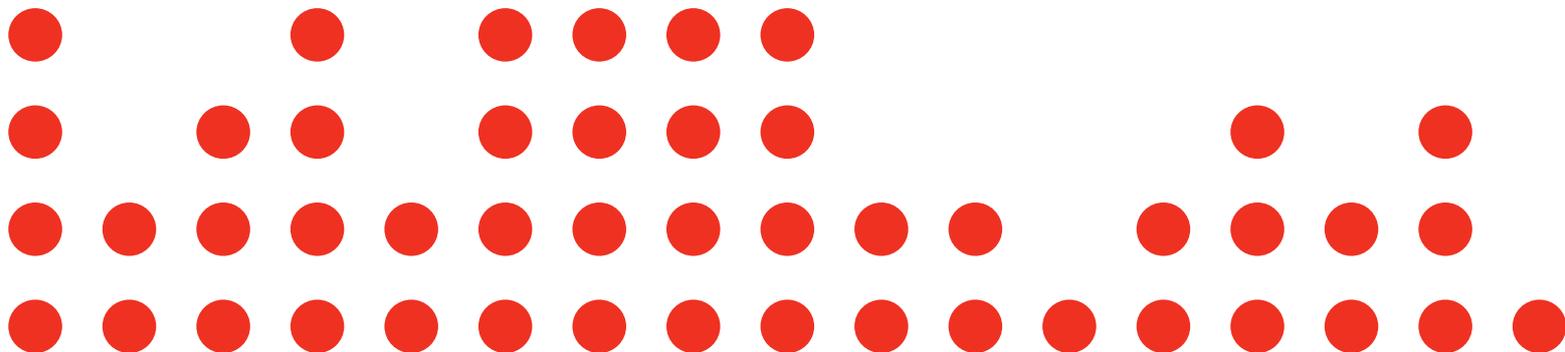
Notice

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.



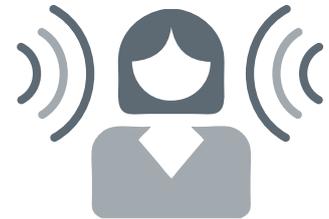
3. Be interested in others

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?

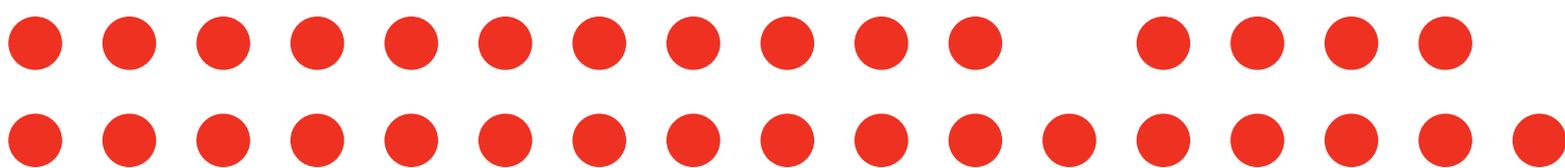
Q: What do you think "real luxury" is in our modern times?

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

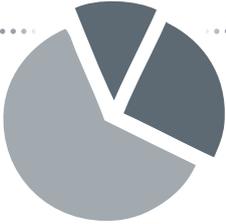


LIGHTS

CAMERA

ACTION

Power of three



Accurate stats & facts

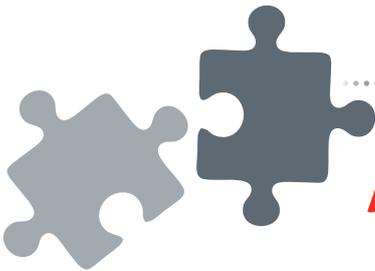
Time & place



An intriguing start



Bold statement



A challenge

Humour



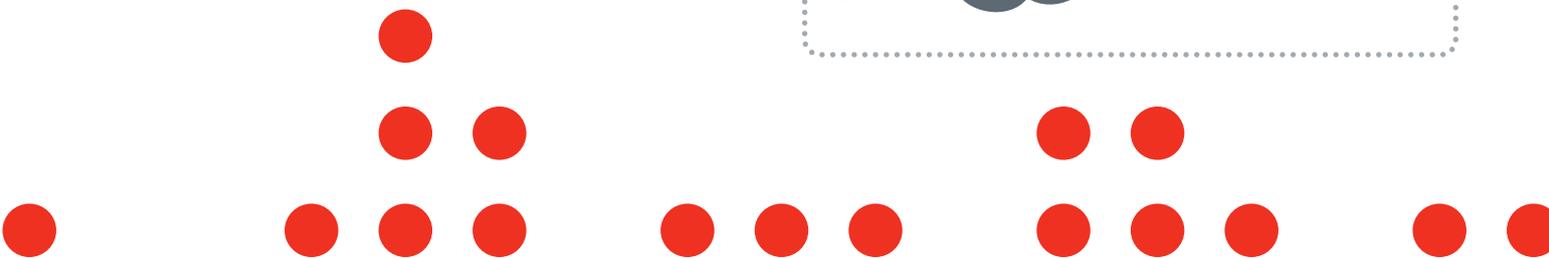
Quotation



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)

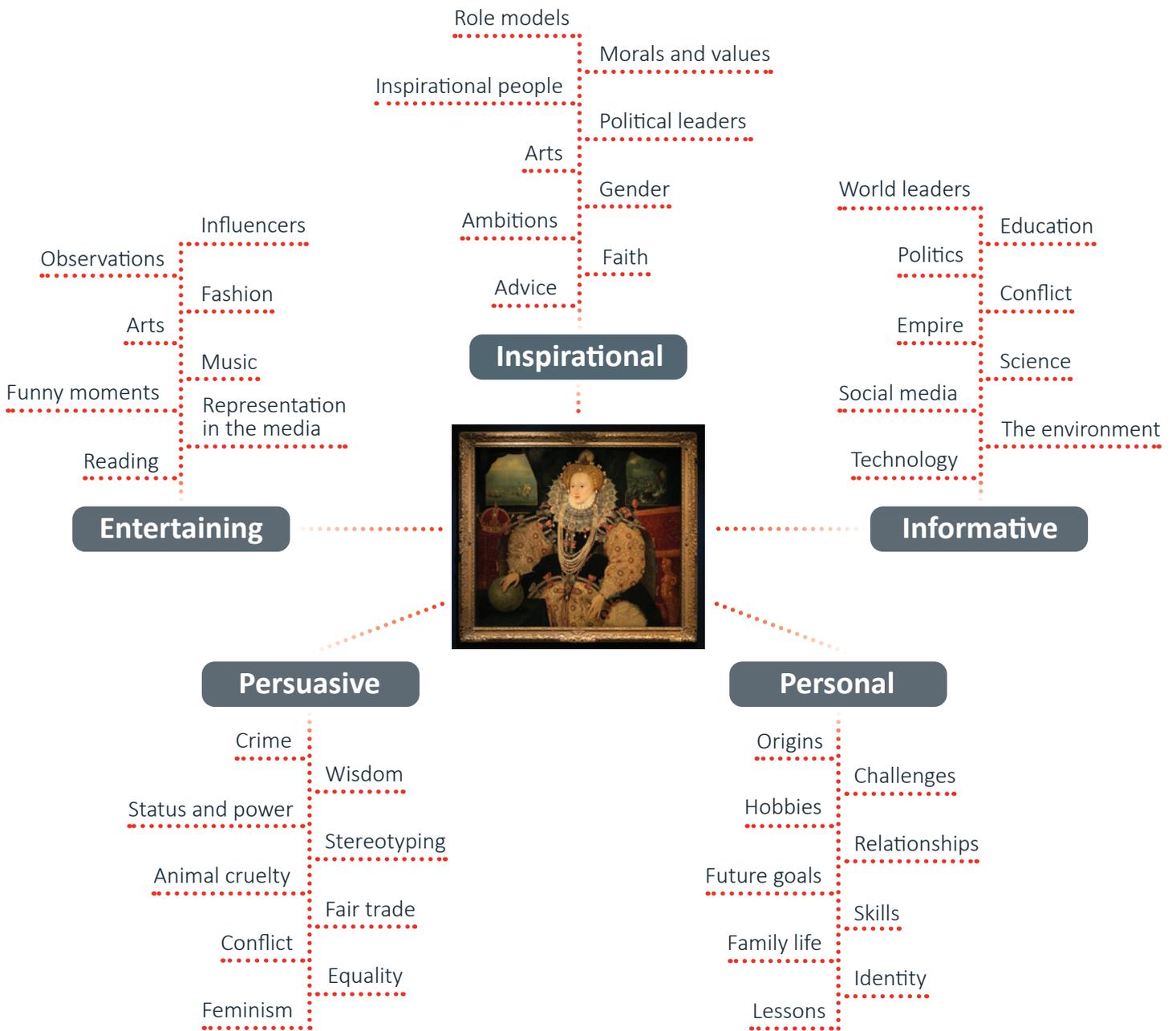
Make a note of the key points of your story. Who is in the story? What happens?

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

Stride
with confidence



Stand
firm



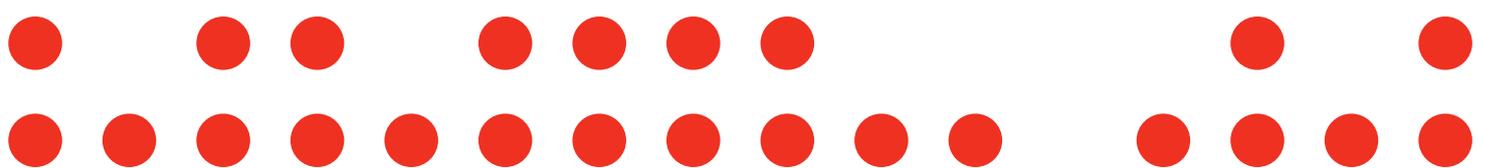
Smile
to engage



Speak
with clarity



Stay
for applause



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

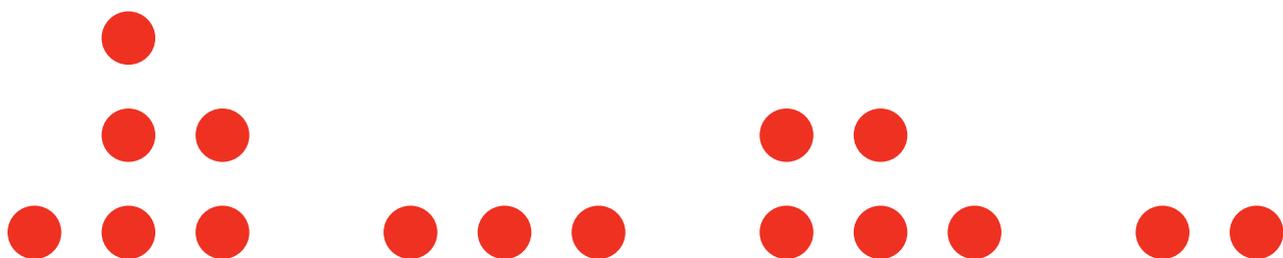
1 2 3 4 5 6 7 8 9 10
Not true at all Rarely true Sometimes true Often true True nearly all the time

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



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 Speakers Trust
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 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.

