

# **A HANDBOOK FROM YOUNG ORATORS FOR FUTURE PRESENTERS**

The author team consists of the young people from the "Young Orator" Club at the International Youth Center in Stara Zagora:

- Aleksandar Danchev
- Ivan Angelov
- Ivan Ivanov
- Ivaylo Ivanov
- Venilina Avdzhieva
- Dimitar Stoev
- Ilina Ilieva
- Nikola Minchev
- Denis Yordanov

Psychologist at the International Youth Center

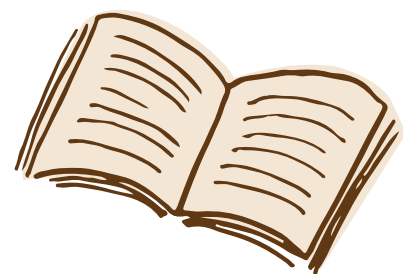
- Zdravko Tenev



This manual reflects the vision, experience and practice of the young people from the "Young Orator" Club at the International Youth Center - Stara Zagora.

**Note:** This is a translated edition, as the original version is written in the Bulgarian language. Inaccuracies may be present in both the contents and the formatting of this edition. For any uncertainties refer to *Наръчник от млади оратори за бъдещи презентатори*, which is in Bulgarian.

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# INTRODUCTION

*"There are always three speeches for every one you have actually given. The one you practiced, the one you gave, and the one you wish you had given."*

*Dale Carnegie*

Dear reader,

This manual is written with heart and soul (and many drops of sweat on the forehead) for those who are just now starting out in oratory, and for those who will always preach the power of free speech. If your path to the art of oratory has not yet been discovered, then with a little effort to read this relatively short reading, you will immerse yourself deeply in this matter. Although modest, this manual will help you answer many questions, the most common of which is: "Where should I put my hands?!"...

Oh yes! Even the best orators in human history, such as the great Demosthenes, for example, have experienced difficulties like this, and they have also had moments when they felt their tongues tied like a ship's rope. However, their ambition to develop oratory skills leads us to call them the greatest orators and to learn from them.

The manual describes in detail how we developed our modules and how we managed to be attractive to our youth audience.

Here you will find the path and the truth to eloquence and the ability to control the audience. The manual includes a set of individual and group exercises that will help every beginner to become a successful speaker. Do not forget that the most important part of the group exercises is precisely the one in which you will convince others with your speech - acquaintances or strangers... The manual will be useful to use both by every young person and by a group of peers who need to improve their communication skills.

Therefore, success, orator, in your endeavor, where this valuable reading will be your most faithful companion!



"Young Orator" at the IYC - Stara Zagora

# Experts' opinions



"Young Orator" at the IYC - Stara Zagora



## **Assoc. Prof. Dr. Doncho Donev**

**Lecturer at Burgas Free University**

We are used to thinking of communication as something specific to humans. In fact, it is much more than this. All living organisms communicate with each other and with other species in their environment. Biology is generous with many examples in this direction. In the animal world, this fact is obvious, but it is also valid for the plant world. They communicate with insects and convince them to land on their flowers when they need it. Pollination in plants can also be seen as a form of information exchange (communication).

Then the question arises, are we so different from other living organisms? And the answer is a categorical “YES”. In certain aspects, we cannot escape our biological predestination (as a species). On the other hand, man has certain resources available only to him. If all biological species have mastered certain communication techniques, man develops his communicative skills throughout his life.



It is important to clarify that communication (the exchange of information) is only one aspect of socializing.

Other equally important aspects are social perception (how the listener perceives the speaker) and interaction (joint activity). Last but not least, the person possesses a unique set of skills that allow him to self-observe, analyze his behavior and purposefully try to change it in order to more effectively achieve his goals.

The present edition is an undeniable manifestation of these skills. It embodies precisely this aspiration of the young person to improve and develop. Can we develop without communication? Our social nature provides an answer to this question and it is quite clear – it cannot be! We draw from the experience of other people and share ours with them. In the pursuit of achieving our goals, we find ourselves in a situation of active interaction with others and if we want to understand our place in the community and decide how to act, we need other people. At the heart of all this is the phenomenon of communication. How would learning (formal or informal) proceed without effective communication? From this point of view, our communication skills can be considered a necessary and indispensable condition for our development as people, individuals or professionals.

The text would be very useful for anyone. The authors have gone beyond their initial goal of creating a set of exercises and techniques for public speaking. They have done much more – they have given readers the opportunity to identify their own strengths and weaknesses in communication, by giving them exercises with which they can try to improve their competence in this area. As experienced speakers, they have spared the endless theoretical concepts



that would bore any modern person. Instead, they have synthesized their experience and tried to present it in a telegraphic style – much closer and more understandable to the young person.

Each of us, consciously or not, learns to communicate every day. This is a continuous process. We can repeat the same patterns and each time wonder why other people behave with us in a certain way. We can also start working on our own communication skills. The choice is each of us.

The position of the authors from the Young Orator club is impressive. They place emphasis not on how to provoke a certain reaction in the listener, which could be perceived as a form of manipulation, but on how they themselves can make their messages more convincing for the audience, which is indisputable evidence of their self-reflection – a prerequisite for improvement.

Traditional and popular concepts have been significantly surpassed. Interpersonal communication is considered in its multifaceted and multidimensional nature. This allows the reader to open the door to their own soft skills and embark on the path of self-analysis. Anyone who expects to find techniques for improving their communication skills in the text of the publication will be pleasantly surprised. The Young Orators have not limited themselves to only communicative competencies. They have also managed to deploy a whole palette of exercises for the formation and development of social and emotional competencies. The spotlight is on the speaker all the time, which provokes self-reflection in the reader to a significant extent.



**Nikol Parvanova**

lawyer, expert in the youth sector

Dear Readers,

Communication is a fundamental element in all aspects of human relationships. Whether personal or professional, the ability to express ourselves clearly and persuasively is key to building trust, understanding, and effective collaboration.

The manual you hold in your hands is a valuable resource for anyone who wishes to work on themselves and master the art of public speaking.

As a jury member of the last two presentation championships - 2023 and 2024, organized among many youth centers across the country, I can confirm that this manual combines not only theoretical knowledge, but also practical guidelines and exercises that are essential for the development of successful oratory skills. Every great speaker starts from his first speech, from the first challenge to express his thoughts clearly and effectively. The manual is designed to be your faithful

companion in this mission, providing you with the necessary tools and guidance to move forward in your personal development.

I recommend that every reader devote the necessary attention to each chapter and section of the manual. Adopting and applying these techniques in practice will allow you to stand out as a confident and persuasive speaker who leaves a lasting impression on any audience. Mastering the art of communication requires perseverance and commitment.

Don't underestimate the power of words and the impact they can have on others. The manual you hold in your hands is not just a collection of theories and exercises, but a key to unlocking your potential as a speaker and leader. Use it with dedication and you will discover new opportunities for development both personally and professionally.

I strongly recommend that every reader devote time and attention to each chapter and section.

With respect and best wishes for success, Nikol Parvanova



"Young Orator" at the IYC - Stara Zagora



## **Zdravko Tenev**

psychologist at "Young Orator" IYC - Stara Zagora

Communication has different dimensions. It is used to exchange different thoughts, emotions, feelings and impulses. Therefore, it is useful to facilitate communication and presentation to an audience. For this purpose, we need to work with our impressions and have a space in which to express them.

By using different communication or learning strategies, we can adapt to different social situations to communicate or present our beliefs and attitudes effectively.

Recommendations for communication:

- Speaking doesn't mean they're listening;
- Listening to you doesn't mean they understand you;
- Understanding you doesn't mean they agree;
- Agreeing doesn't mean they will remember;
- Memorizing it doesn't mean they will implement it;
- They may implement it, but will it be permanent?

Our little communication strategies we think about or react automatically because culture has forced us to do so. The skill of learning to communicate or present is to provoke our own thoughts and emotions even in an environment that is not the most favorable for us. Achieving confidence and security is built when we learn through experiences and inspirations from some models we like, so that we can generate calmness and a sense of comfort in the environment.

The audience you present your topics to will not always like you and will not always adhere to your expectations. This does not mean that you should give up on developing yourself or not work on your presentation and communication vision.

The young people from the International Youth Center, Stara Zagora, have mastered knowledge and skills in public speaking. Therefore, with my small recommendations, they have prepared a manual with which different generations can learn and experience.

This guide has various applications in presentation and public speaking that you can learn from young people who have gone through experiential learning. In it, you will see various exercises and written content that you can use to help yourself in the future.



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The youth from the Young Orator Club provide excellent guidance in presenting. This skill is one of the greatest assets in the field of communication skills.

From the manual you can learn:

- How to be confident in yourself during any communication - during public speeches, debates, etc.;
- The ability to confidently answer audience questions;
- The ability to speak at length and continuously on any topic;
- The ability to accurately express your thoughts and build them in a clear sequence;
- Methods for attracting the attention of listeners;
- Methods for improving and developing memory;
- Brightness and energy in speeches;
- Intonation expressiveness;
- The ability to manage the audience;
- The ability to effectively persuade and overcome objections;
- Methods for increasing active vocabulary;
- Ability to use various speech techniques.

Follow the steps in the guide and you will have the opportunity to replenish your stock of skills!



"Young Orator" at the IYC - Stara Zagora



**Boyana Radeva**

Senior Expert in Social Sciences, Civic Education and Religion, Regional Department of Education – Stara Zagora

Today, our society needs young people with leadership potential who create meaningful opportunities and lead by example for their peers. Visionaries who provide a boost of new ideas to enrich and develop the youth community. Initiators who believe that what is happening depends on them and are ready to take responsibility. Persistent and determined heroes who face challenges and do not give up in the face of them. Constructive creators in their thinking, opening horizons that others also reach. Believers in the potential of others to succeed, supportive and sharing inspirers.

The examples make the content understandable and help young people relate it to their own experience gained at that point.

Through engaging and accessible activities, it is recreated how participants engage in putting their communication competencies into practice, sometimes even imperceptibly developing them.



With these attitudes and behaviors, the authors of this handbook on eloquence present to us tried-and-tested practices in the art of oratory, but most of all, they remind us of what young people need to grow up as capable and successful people.

The valuable guidelines for developing communication skills include specific tools and practices that could be used in a variety of contexts and adapted to the needs of the specific group.

Each of these activities, no matter how ordinary it may seem at first glance, actually involves extracting important techniques for a good, authentic, and impactful presentation to an audience.

In terms of content, some of this advice also has moral value, thus contributing to the overall personal development of the young person and having the potential to become a sustainable characteristic of his thinking and behavior.

The manual leaves the belief that developing communication skills impacts individuality, while simultaneously improving overall communication, connection, and rapprochement with others.

Getting to know each other is stimulated, common goals and aspirations are rediscovered, good ideas are born... The beginning of the formation of a community is laid. One that is made up of thinking, capable and motivated young people as an example.



# History of "Young Orator" at IYC - Stara Zagora

The Young Orator Club was created based on the idea of Aleksandar Danchev, Nikola Minchev, and Ivan Angelov in 2023. They were inspired and, in their desire to develop, created a club in which to share this aspiration of theirs.

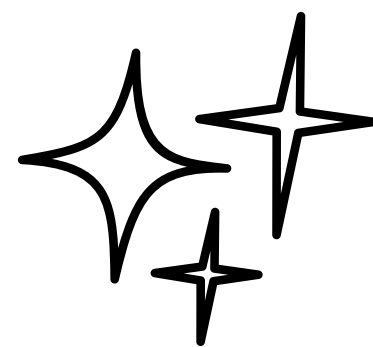
The psychologist Zdravko Tenev from the IYC - Stara Zagora proved to be of the greatest help in implementing this idea of theirs.

The idea came to them quite unexpectedly when they were having a discussion among themselves. They decided to create the club with the aim of encouraging young people to go out and speak in front of an audience, to surpass themselves and to understand more about public speaking and stage behavior. Despite all the difficulties, they succeeded. The biggest challenge for them was recruiting people. Workshops were the obvious solution.

Then the Young Orator club became this incredible reality: over 50 young people from all over Stara Zagora have been involved in various activities of the club, in particular in the very popular workshops for improving the art of oratory, with the club's members to date numbering over 20 ambitious young citizens. In addition, young people from all over the Stara Zagora region have attended the club's activities, as well as those from different parts of the country have shown interest in the club's activities and have shared their hopes for our activities to go beyond the IYC - Stara Zagora and spread throughout the country.

One of the next steps of the Young Orator club was to create this very manual, which would satisfy the interest of young people in the art of public speaking and accompany them in their first steps in their development as speakers.

This manual preserves the work of many of the club's members: Aleksandar Danchev, Ivan Angelov, Nikola Minchev, Ivan Ivanov, Ilina Ilieva, Dimitar Stoev, Ivaylo Ivanov, Ivaylo Hristov and Venilina Avdzhieva. This book brings together many emotions and experiences, conveying the accumulated oratory experience to those whose path is just beginning...



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Presentation to an audience



Here, one of the young people had to present his topic in a sitting position without moving.

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# The "Young Orator" workshops

The first workshops were held in January 2024 and received good feedback. They included training modules related to verbal, non-verbal and paraverbal communication.



Since then, each past workshop has been better and better. Each time, the club attracts new members who have the opportunity to show their oratory skills. The Young Orator Club has gained popularity precisely through its workshops.



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# Photos from the workshops



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# Oratory as an art

- Orator and rhetorician

Rhetoric or rhetoric is the skill or ability to speak persuasively in front of an audience. Sometimes eloquence, oratory, or oratory are used as synonyms. As a rule, a person who teaches, studies, or researches rhetoric is called a rhetorician. However, in order to distinguish from rhetoricians those who use rhetoric only in statements (speeches), a new concept is introduced – orator, and his activity is called oratory.

- The beginning is the sophists

Even in Ancient Greece during the Athenian democracy, with the emergence of the opportunity for people to express themselves on everyday and life topics, interest in rhetoric and oratory arose. Perhaps the first reflection on the power of language can be attributed to Empedocles, the first teacher of Corax and his student Theseus. Thus, by the 5th century BC. itinerant teachers called sophists began to spread rhetoric, charging a certain fee for teaching their skills. The most famous of the sophists are Protagoras, Gorgias, Isocrates.





The main reasons for the emergence of the sophists were the need for the ability to speak in public, the emerging need for higher general, philosophical, scientific and political education, as well as the emergence of courts, economic prosperity and the growth of Athenian culture in the 5th century BC. Another reason for the emergence and progress of oratory at that time was the culture and worldview of the ancient Greeks - eloquence, motives and interpretation were perceived as more important than facts and circumstances. A “live” speech creates much more emotion and inspiration in the audience than dryly presented facts and arguments.

# Oratory as a tool for influence

Realizing the impact of rhetoric, oratory, and speeches, public speakers in Ancient Greece began to skillfully use their performances to urge their audience to action or at least to a certain way of thinking. Thus, over time, the applications of oratory are found everywhere in our world. Not only in politics, law, or religious councils, as it was during the Athenian democracy, but also in business, the educational system, the media, and in many other areas of human existence, oratory plays a fundamental role.

And now, dear reader, it is your turn to choose in which direction you will use your oratory skills and to become closely acquainted with the techniques that will elevate you far and high, just as the ancient Greek orators achieved.



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# **The three pillars - ethos, pathos and logos**

In this text, you will learn about three methods that you should be able to use to make your statements more convincing.

We will start with a little information that will help you understand what these methods are. These are the three pillars on which the entire science called rhetoric is built.

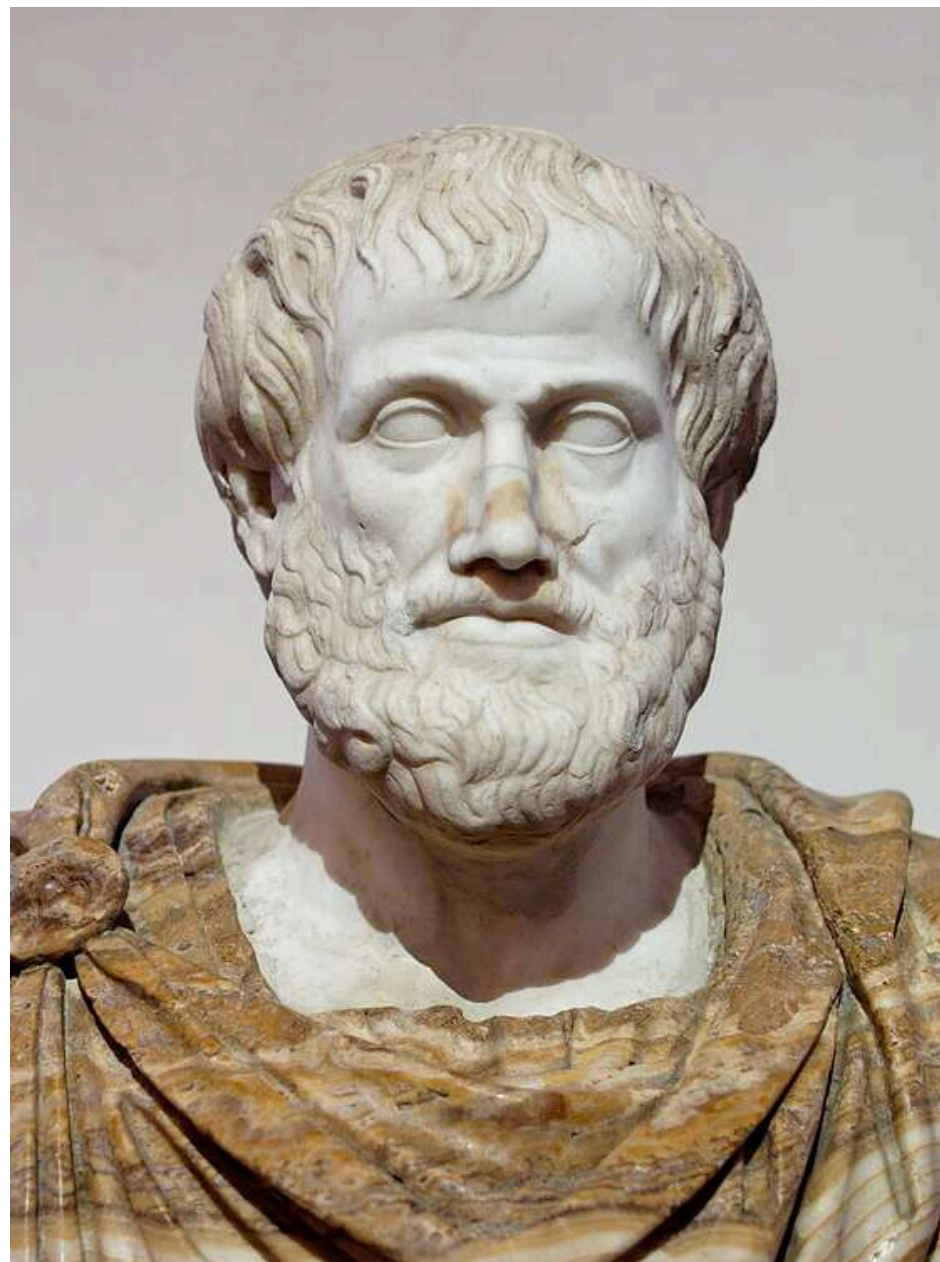
According to Aristotle, ethos, pathos, and logos are the three main methods of persuasion. It is these “Three Methods of Persuasion” that are a model for effective communication from the presenter or writer to the audience.

1. Ethos is the qualities and character of the presenter - his appearance, charisma, clothing, persuasiveness and credibility. All of this determines the way the audience perceives the presenter. Examples of speakers who use ethos include Martin Luther King, Winston Churchill, as well as most politicians and activists.

2. Pathos is relevant to the audience - the feelings and emotions with which the presenter influences the audience. A speaker who uses pathos emphasizes creativity and imagination. Interaction, questions, exercises with the audience also fall under pathos. Examples of speakers who use pathos include William Shakespeare, Abraham Lincoln, as well as writers and producers.

3. Logos is the scientific part of the presentation. Facts, data, argumentation, terms, and logical reasoning are used to convince the audience by speakers using Logos. Logos uses statistics, evidence, and testimony to establish arguments and build logic. If we do not use evidence and arguments, we will be no different from the Greek sophists, and that is something we do not want. Examples of speakers using logos are analysts, reporters, and politicians.

Ethos, pathos, and logos can be found anywhere people present with the goal of persuasion. All three methods play a very important role in the presentation of any speaker, and that is why it is important to learn to apply them.



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# Self-reflection form



Statement	Yes	Not
When I present, my hands shake.		
I speak quietly because I'm worried.		
When I talk, I move quickly.		
When I speak, my voice often shakes.		
I have parasitic movements.		
Sometimes I have to raise my voice without considering the audience.		
I speak quickly.		
I'm practicing my voice.		
I often use parasitic words or expressions.		
I often adopt a "ϕ" posture while speaking.		
I often have an object in my hands.		

# Self-reflection form

Statement	Yes	Not
I have to speak loudly without making sense.		
Sometimes I speak in dialect.		
I present sitting down.		
I recorded my voice.		
I read books.		
I often use offensive words.		
I use jargon.		
When I speak, I look people in the eye.		

## Developed by Young Orators

*The idea of self-reflection is to understand what level your public speaking skills are at and what you can still improve. To complete the test, place a check mark in the space provided under the “yes” or “no” column for what is true for you.*

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# Speaker modules for future presenters





# Module One

## Preparation and Presentation to an Audience



*"If you fail in preparation, you prepare only to fail." Benjamin Franklin*

When we have the opportunity to prepare the room in which we will present, set up our equipment, load our presentation, etc., everything will be fine, and that is why we say that "preparation prevents failure."

The first impression is only 7 seconds away - the first 10 words, the smile, the appearance, the body language and the eye contact are noticed because the audience is watching us and we are the conductor of our performance, who must manage people and their emotions.

### Preparing to be a presenter

#### 1.1. Presenter's creativity and ingenuity skills:

- fourfold abilities;
- good knowledge of the topic of the presentation;
- presentation preparation skills;
- Ability to work with various computer programs for preparing presentations.



## 1.2. Qualities and skills of a successful presenter:

- confidence;
- clearly states the topic;
- formulates his thoughts logically;
- speaks interestingly;
- presents emotionally, able to "infect" the audience with his emotions;
- maintains eye contact with the audience;
- has a sense of humor;
- knows how to communicate with the audience;
- adheres to the required regulations (presentation start/end time).

## 1.3. Mistakes of the novice presenter:

- apologies at the beginning of the presentation;
- unpreparedness;
- poor judgment of the audience;
- inappropriate use of visual materials (photos, images, music);
- inability to use technology (multimedia, laptop, speakers, etc.);
- poor audibility;
- haste;
- does not fit into the time frame;
- deviates from the announced topic;
- lack of new information;
- use of jargon;
- self-promotion;
- lack of expressiveness.

# **Exercises for preparation and presentation during presentation as a training module**

The purpose of this module is to introduce participants to the preparation of presentation behavior and speech.

## **1. "I am you" game**

- Materials needed: None.
- Conditions: The exercise is suitable for initial introductions between the participants of a newly formed group.
- Instructions: Participants sit close to each other in a circle. The role-play begins with one of them introducing themselves with their name (first and last name possible), place of birth, current occupation/profession, hobby. This can be improvised, being careful about the amount of information presented by the first participant. After the first participant has introduced himself, the person standing on his right continues, and he must repeat as accurately as possible what the first participant has shared with the group about himself. After reproducing it, he should present the same information about himself. Thus, each participant introduces, in addition to himself, the person standing on his left. After everyone in the group has lined up, a brief reflection can be made on what it felt like to introduce yourself to someone else.

## 1.2. Упражнение за енергия

- Раздвижване „Дъжд“

В тази игра всички участници са застанали в кръг и симулират звука от буря или дъжд.

Първоначално звукът от „дъжда“ е с търкане на ръцете една в друга,

после леко тропане, после пляскане по краката и накрая комбинирано пляскане по бедрата с ръце и тропане с краката по земята. Това упражнение разчупва бариерите на участниците в групата.



- Групово упражнение

Хората се разделят на малки групи и всяка общност трябва да изработи продукт и после да го представи.

Може да се представи реклама, кауза, младежка инициатива или обществено значима тема. Групите трябва да ги презентират и по-късно обучителят прави рефлексия на останалите участници, т.е. какво да се подобри в техните презентации. Упражнението има за цел е да се научат да презентират пред публика.

- Разказване на приказки

Разделят се по двама човека и се подготвят за 10 мин, а после разказват приказки пред групата. Модераторът дава информацията чрез готови карти, които всяка група ще си прочете. След представянето на всяка група е добре да се прави



## 1.2. Energizer

### Exercise "Rain"

In this game, all participants stand in a circle and simulate the sound of a storm or rain. Initially, the sound of "rain" is made by rubbing hands together,



then light stomping, then foot tapping, and finally a combination of hand slapping on the hips and foot tapping on the ground. This exercise breaks down the barriers of the group participants.

### Group exercise

People are divided into small groups and each community must create a product and then present it.

An advertisement, a cause, a youth initiative or a socially significant topic can be presented. The groups have to present them and later the trainer reflects on the other participants, i.e. what can be improved in their presentations. The exercise aims to learn how to present in front of an audience.

### Telling stories

They divide into two people and prepare for 10 minutes, then tell stories to the group. The moderator provides the information through ready-made cards, which each group will read. After each group's presentation, it is a good idea to do

reflection on what to improve in presenting. The purpose of this exercise is for participants to learn to be adaptable and capable of presenting in different environments.

### Role play exercise

The groups will be arranged like a world café - several groups sit at several tables (the number of tables and people in the groups should be the same). The groups write their ideas on a flipchart (white sheet) and after a predetermined time they switch with another group, and the next participants must add their ideas to the white sheet. This cycle is carried out until all participants are listed and return to their first table. In this role-playing situation, the presenters have the opportunity to discover the strengths and weaknesses of the participants. The purpose of the world café is to rotate and evaluate the preparation of the presenter, what his good and negative qualities are.

### Grammar and public speaking for good speech articulation

The exercise can be performed in a sitting or standing position. When working with one group of muscles, make sure that the others are at rest. Work at a steady pace, without rushing, and when necessary, take a short break. The repetitions are between 8 and 10 times.

It starts with the eyebrows – they are actively raised upwards and then contracted forward.

It continues with the eyelids – they open wide and squeeze tightly.

Nose – wrinkles upwards and relaxes, followed by opening and closing of the nostrils.

Lips – here there seem to be the most options. Here are a few of them: With a closed jaw and lips drawn together as if for a kiss, circles are described in both directions. The lips move evenly, not in jerks or small sections. Then there is the “Smile – Kiss” alternation, i.e. successive stretching of the lips as in a smile, and then drawing them forward for a kiss. The “Pee – Yawn” alternation is similar: the drawn lips protrude strongly forward, and then the mouth opens wide downwards.

## Language

The simplest and most effective exercise is to close your lips and try to explore all the places in your mouth with your tongue. Once you are sure that you have not missed anything, bite the tip of your tongue. This causes salivation, which is very helpful if your mouth is dry.

Similar exercises to these, and many others, can be found in almost every textbook on speech technique. Theoretical knowledge alone is not enough to improve articulation skills; it is necessary to change the speech stereotype, and this is achieved through daily and hard work.

After these exercises, ask participants what they still need to work on for their speaking level.



SPEED TALK - they will help you develop your  
articulatory abilities

NOTE: When translated, most exercises for speed talk  
written here have lost their meaning. Please refer to the  
original version, which is in Bulgarian.

Five roosters Yanaki Petrov Nelly, sang five roosters on  
the knitting five verses.

Lisa listened behind the hedge and five roosters were  
missing.

Rose hips Yanaki Petrov I gathered a handful of rose  
hips in a hat, rose hips with thorns on them.

Prickly thorns are prickly.

Prickly rose hips are astringent.

Asen Bosev Totko's dad asks.

The mother says angrily:

-Totko kicks the ball, Totko kicks the ball!

The father takes the hoe and thrusts it into his hands:

-Game over, dig-dig-dig, dig!

Assen Bosev Bore is a stormy drum, Boreto chatters  
quickly.

Stop, stop, stop, stop, stop, stop!

Assen Raztsvetnikov

A thrush eats a bunch of grapes.

Do you like grapes, blackbird?

- Shi-sho, mouse, shi-sho-mouse, who taught you to  
count?

- Zhu-mur, zhu-mur, zhe-mu-zhur, the clever dwarf  
Dandur.

A red pig graze millet.

Graze, pig farrowed, blond millet unmown!

A red pig graze millet.

Scales weigh tar, scales weigh tar, scales weigh tar.  
It shrinks with a pitchfork, it doesn't shrink, it shrinks with  
a pitchfork, it shrinks with a pitchfork, it doesn't shrink.  
Peter weaves a fence, he weaves three rods at a time.  
Knit, Peter, knit, support, Peter, knit, underknit, Peter,  
knit.

Beetle Buzzing all day long "buzz, buzz, buzz".

Greetings to Zdravko, the healthiest and healthiest  
person, Greetings to Zdravko, the healthiest and  
healthiest person, Greetings to Zdravko, the healthiest  
and healthiest person.

A black man, a black-eyed man, a black-bearded man, a  
black-mustached man - a black-mustached man.

# Module two

## Body language

*"There are two kinds of speakers: those who are nervous, and those who are liars." Mark Twain*

When we speak to someone or in front of an audience, when we meet others, when we meet, the first impression is always built on appearance, manners, gaze, facial expressions, gestures. To be successful, a speaker must understand perfectly what he shows with his body and use it differently, depending on what topic he is talking about, what position he expresses on the topic or what emotion he wants to show. Here we are talking about body language.

### 1.1 What is body language?

Body language is expressed in gestures, facial expressions, orientation and position of the body and head, gaze, distance between communicators, clothing, and more. The impact of body language on an audience during a conversation or speech is nearly 90% to 10%. This means that regardless of what we say, if we handle the so-called nonverbal communication perfectly, our speech will be truly impactful. Also, if we constantly monitor the nonverbal behavior of others, we will notice their emotional state, psychological states, attitude towards us and others. That is, nonverbal behavior reveals the psychology of a person. Of course, we must always keep in mind the possibility of a simple reason for the behavior

to someone, for example, if we tremble while standing in one place, we may be nervous and anxious, but we may simply be cold; if we speak loudly - this may be a sign of insecurity or hostility, but it may also be a consequence of hearing problems; if we squint, we may be showing irony or judging the interlocutor, but we may also have vision problems, etc. It is mandatory when interpreting nonverbal behavior to analyze and reject different possibilities until the most probable one remains. For this purpose, we must monitor not only individual gestures, but the so-called. bundles of gestures - a combination of gestures, facial expressions and movements, which are usually evidence in the interpretation.

## 1.2. Gestures

Gestures are divided into several groups: emblem gestures, illustrator gestures, regulator gestures, gestures for expressing emotions, and adaptor gestures.

- Gestures have a so-called cultural character, which means that they are interpreted differently in different peoples/cultures. For example, in Russia, Southern Italy, Greece, West Africa, and most of Latin America, a raised thumb has the same meaning as the middle finger in Bulgaria.
- The illustrative gestures describe actions that we explain. If we are talking about a ball that we are kicking, then we use our foot to show the action itself and paint the picture. In this way, we illustrate what we are talking about.

- Regulatory gestures are most often unconscious, completing our thought. The most typical example of a regulatory gesture is the stereotype of an Italian gesture - it does not describe what is said, but emphasizes it. Another example is the raised index finger.
- Gestures to express emotions have a so-called supracultural nature, which means that they are understood in the same way in all countries around the world because they express our emotions - we tremble when we are afraid, or clench our fists when we are angry.
- Adaptor gestures can be conscious or unconscious, and they emphasize the speaker's security and self-confidence. An example of such a gesture is adjusting one's hair or an accessory such as glasses, a watch, or scratching one's head or nose.

### 1.3. Orientation and position of the body and head

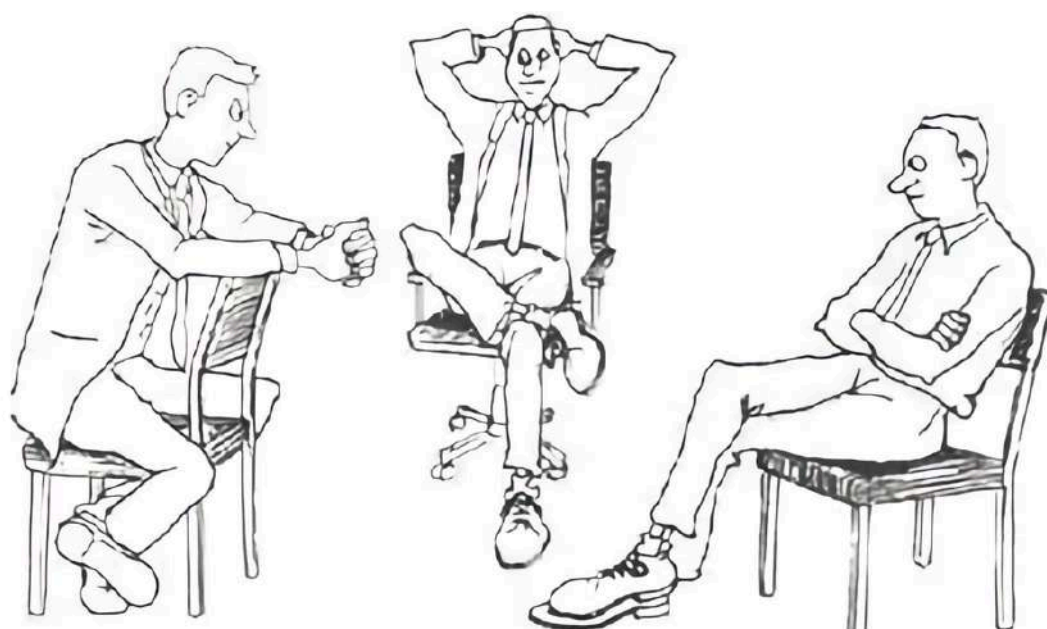
Perhaps the most important part of body language is the orientation and position of the body and head. They indicate a person's attitude, emotions, social status, and prejudices, if any.

Orientation is determined by the angle of the shoulders, head, pelvis, and legs. These angles determine our field of vision and, consequently, our contact with others around us. For example, you can't have a conversation (normally) with someone when you're back to back, because there's no eye contact. Another important element is the tilt of the body and head - leaning forward, backward, to the side.



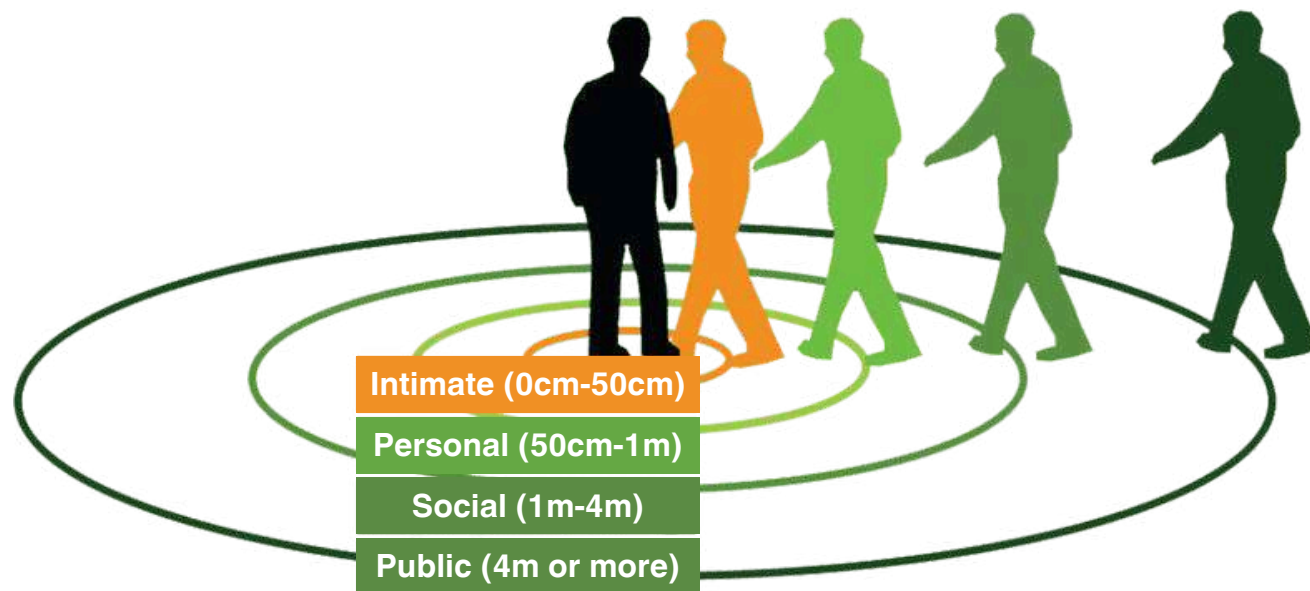
Depending on the social position, a person regulates his muscle tone - always the inferior in the conversation is more tense, his body seems heavier and tighter, while the dominant one seems not relaxed, but calm and light. Depending on the distance at which the communicators stand, the type of communication is determined - intimate, personal, social and public.

Intimate is with the people closest to us, most often a husband/wife, boyfriend/girlfriend, etc. Personal distance is the distance we keep with family and friends (about 75 centimeters).



We keep social distance with new people, colleagues, and distant acquaintances. We keep public distance at school (with teachers) or in public places or institutions, where the average distance between us and others is about 3-4 meters.

In the picture we see three people who seem to have a negative attitude towards the topic they are discussing, or towards each other, by their faces. The man on the left has his legs crossed behind him, which opens up his upper body, but because of the crossing of his legs he shows a reluctance to receive information from others. He is leaning forward, with his shoulders hunched back, which indicates a tendency towards verbal aggression, as his chest is not protruding forward, but rather contracted, which indicates that he is not ready for a physical fight.



The angle and direction of his shoulders and legs limits the field of view to only the man on the right.

The man on the right has his legs and arms crossed, indicating a reluctance to make any contact with the other man. He has also leaned back, which increases the distance between him and the man on the left - thus further limiting his contact with him. He has also shrugged his shoulders, which is an instinctive attempt to protect himself. By defending himself in every possible way from the man on the left, the man on the right shows the dominance of the man on the left over him.

Unlike the men on the left and right, however, the man in the middle seems seemingly calm. This is also shown by his muscle tone, unlike the others, the man in the middle seems calm. He is leaning back, his hands stretched out behind his head - a dominant open position with nothing to hide. The crossed legs here are not a sign of unwillingness to talk - both in the gaze and in the position of the body we have a social element, reflecting the dominant figure in the conversation. Unlike the others, the man in the middle has his chin up, which again shows his dominance.

You can try to analyze and evaluate a real situation from your everyday life in a similar way. This will help you learn body language more quickly and use it for your own purposes.

## 1.4. Charisma

When you hear the phrase "charismatic person," what do you imagine?

radiant, beautiful, communicative, smart, etc.

Charisma is a special quality of a leader that attracts the masses and influences people. In fact, it is a combination of many factors, such as a well-groomed appearance and very good oratorical skills. We subconsciously trust such people, we imitate them, because they have excellent leadership skills, can present themselves and look appropriate.

Charisma cannot be forced, because it is felt. It must be naturally developed. That is why it is important to read and educate ourselves, to maintain ourselves, whether through sports or healthy eating, to dress appropriately, to practice our oratory skills.

This quality is important. Employers are more likely to hire someone who is communicative and radiant than someone who is neutral and difficult to work with. Common professions where charisma is very important are politicians, doctors, and lawyers.

When a well-dressed, polite, smiling person appears in front of you, with a good tone, you automatically assume that this person is trustworthy, just on first impression, and it is a matter of time whether he will justify these expectations of yours or reinforce them. This is precisely why charisma in presenting is important, because a genuine warm smile and good, respectful behavior win people over, and this is what we as speakers aim for.

# Group exercises for nonverbal communication

*The purpose of this topic is to introduce participants to the impact of body language and stage behavior.*

## 1.1 Exercise “Presentation without words”

- Materials needed: Flipchart, sheets of paper, markers.
- Conditions: The game is suitable for large and small groups. It is not suitable if there are participants with visual impairments in the group.
- Instructions: The speaker randomly divides the participants into pairs. Each person must introduce themselves to their partner without speaking – using only signs. They have 6 minutes for non-verbal presentation (i.e. 2-3 minutes per person). After the time has elapsed, the participants in the pairs briefly share (verbally) their assumptions about what the other person wanted to tell them and clarify.
- Goal: Getting to know each other, getting to know each other, demonstrating effective communication between people.



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## 1.2. Social role-playing situation “Speak and listen”

- Materials needed: Sheets of paper, pens, box.
- Conditions: The role-playing situation is suitable for groups of more than 12 people.
- Instructions: The presenter gives all participants a piece of paper on which each of them can write a topic for conversation that is interesting to them and on which they can talk for a long time. The papers are put into the box. Then the participants are divided into groups at random, with each group consisting of three participants. The presenter goes through each group - one participant from each group draws a paper with a topic. He must speak within 3 minutes in front of the other two in the group on the topic drawn, regardless of what it is. The other two participants are passive listeners - they are not allowed to comment while the first one is speaking (within 3 minutes). After the time is up, the presenter collects the drawn papers and goes through the groups again so that the next participant can draw a paper to talk about. In this way, everyone is lined up in small groups, after which the presenter instructs two people from each group to leave it and each to join a new group. The game continues until 2-3 rounds are played with the groups changing.



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### 1.3. Group work exercises "Stories"

- Materials needed: None.
- Conditions: The game is suitable for large and small groups.
- Instructions: Telling a story between two people, with one person speaking and the other just listening and behaving in a certain way (for those who can't think of what to tell, supporting points for inventing a story can be given). The exercise is about active listening and presenting information.

### 1.4. Exercise "Impulse - Earth"

- Materials needed: None.
- Requirements: The game is suitable for large and small groups. A large space suitable for sitting on the ground is required.
- Instructions: Participants line up in a circle, sitting on the ground on their heels. They place their palms on the ground, crossing their arms with their neighbors on both sides. The impulse is given by tapping the ground with one hand. It is transmitted around the circle - hand after hand (and not person after person, i.e. there is a crossing of arms. This will increase the concentration of the participants on the process.). After two taps, the impulse changes direction. The game continues at the discretion of the coach.
- Goal: To cheer up the group, increase concentration.

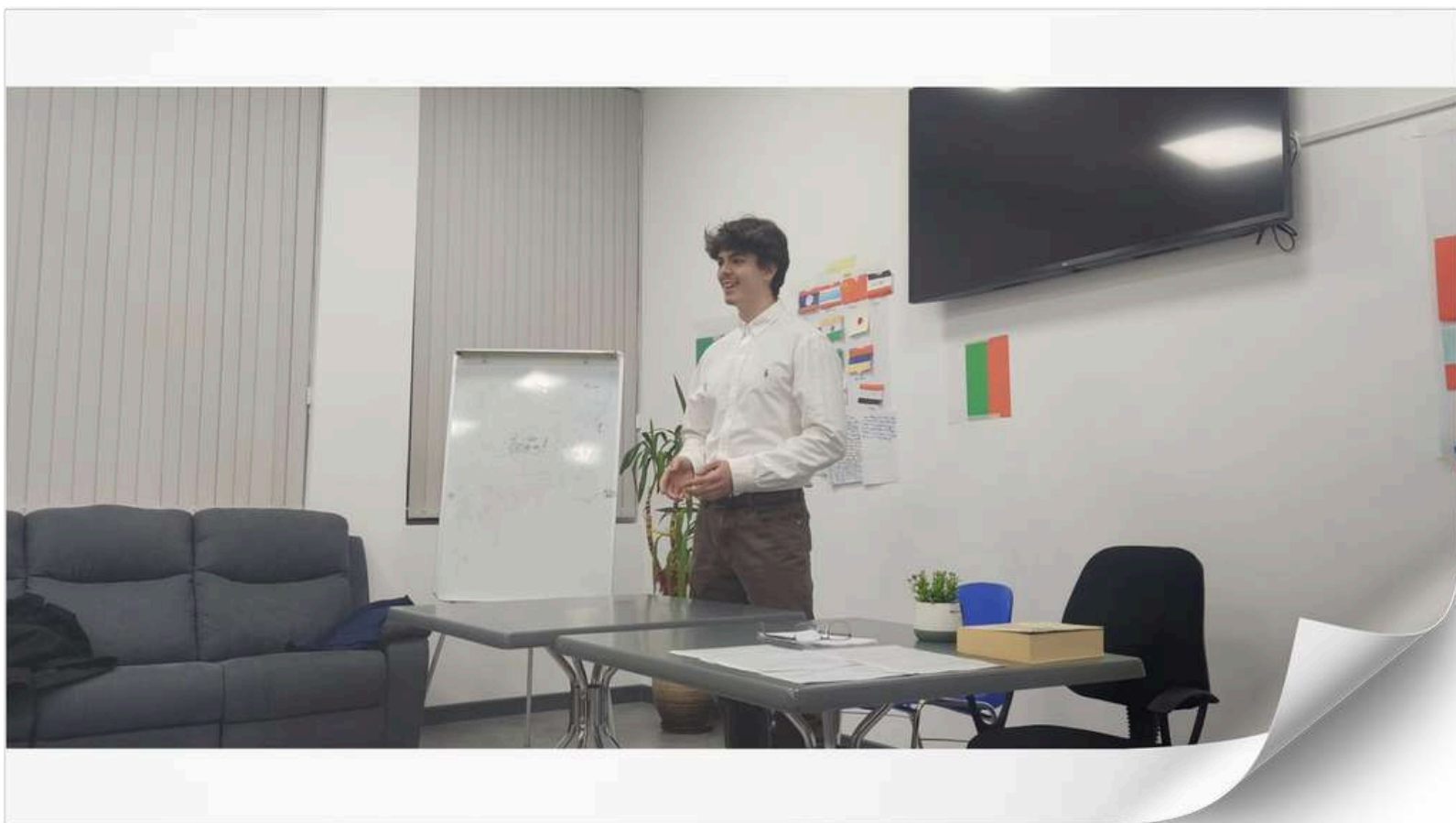


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### 1.5. The exercise “Associations with Dixit cards”

- Materials needed: Dixit cards.
- Conditions: The role-playing situation is suitable for large and small groups.
- Instructions: The participants are divided into teams of two. Each team draws a "Dixit" card, and one teammate must explain what is depicted on the card (they should not say exactly what is on it, but should present it through some association), and the other must non-verbally, that is, through gestures, show everything that is explained to them.

After the exercises are over, you can reflect with questions: “How did you feel during the exercise?”, “Did you like the module?”, etc.



# Module Three

## Eloquence

*"Your number one task as a speaker is to convey to your listeners an extraordinary gift - a strange and beautiful object we call an idea."*

*Chris Anderson*

Every day we communicate with our family, friends, colleagues and even strangers, but do we manage to realize the usefulness of this conversation?! The meaning I have given to my words, have I been truthful when I have exchanged information, have I not sounded too frivolous about a serious topic, or too serious when it comes to a joke? In this module we will understand the meaning of eloquence.

What is it?

Where does he serve?

How can we use eloquence more effectively in our lives?

But before we start with any theory, we need to move around a bit and wake up:

When we talk about eloquence, it is not about uttering complex words, but about applying the word and dressing it in emotion through the speaker's voice.

## 1. Types of communication:

- Paraverbal - the way we express the content of speech through the voice (timbre, pitch, tempo, strength, and intonation). This determines the way we influence our interlocutors.
- Verbal - receiving some verbal information. This is a process consisting of several stages: thinking, uttering, dressing with feeling (voice and gestures), receiving, interpreting what was said by the interlocutor.

After giving these definitions, it is good to give an example, for a better understanding on the part of the audience. I give you the following situation: Imagine in the morning when someone greets you with "Good morning!", in a very irritated voice. In this case, you are not inclined to respond positively.

## 2. Elements of paraverbal communication

Speech rate – we should always strive to use a neutral speech rate. The way a fast pace affects speeches or dialogues contributes to a hesitant and hesitant speech. Slow speech conveys unimportant meaning.

Voice pitch – relax your vocal cords! When you speak, determine the pitch of your vocal octaves and the frequency of your tones



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- Pauses – pauses are a very important part of our speech because they provide time for the speaker to take a breath. They can serve as a tool for additional emphasis on what is being said and provoke analysis of the semantic cause-and-effect relationships in the utterance.
- Timbre - timbre is a characteristic of each voice, which is unique to each person. It is a complementary nuance to the basic tonality of the voice, and is caused by the so-called subharmonics (lower than the fundamental tone) and overtones (higher than the fundamental tone).
- Voice tonality.
- Male voices - the bass is the lowest male voice; the baritone is a medium-pitched male voice whose range lies between that of the bass and the tenor; the tenor is the highest male voice.
- Female voices - alto is the lowest female voice; mezzo-soprano is the middle-pitched female voice; soprano is the highest female and human voice.

We all have our own unique vocal tonality in which we present or practice our voice.

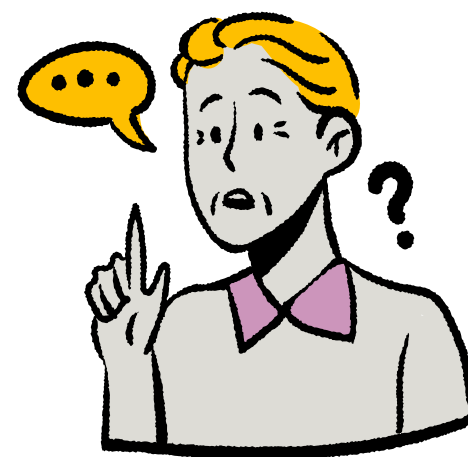
### 3. Elements of verbal communication

Content - a sentence, in order to be meaningful, must be meaningful. This is the number of thoughts expressed in our statement and the logical connections between them. If the above is not fulfilled, in such cases we say: "He talks a lot, but says nothing."

## Imparato's "Four Colors of the Voice" Method

Through this author we present you with different techniques for reproducing our voice, in which there are different nuances, described in the examples below. Ciro Imparato says:

“The voice is the physical sound that we make through the vibration of the vocal cords located in the larynx. It is our natural companion from our very birth, and even before. The fetus is influenced by what it hears in the mother’s womb, and in combination with other elements it influences the future character of the baby.” The “Four Colors of the Voice” method is based on the thesis that the voice has a huge power to influence others on a rational and emotional level. It reaches the subconscious of the interlocutor directly, without passing through any filters.



## **AN EXAMPLE OF ELOQUENCE**

WE GO TO THE STORE AND THERE ARE FOUR OF US - TWO BOYS AND TWO GIRLS. AT ONE OF THE STANDS, ONE OF THE BOYS INVITES THE OTHERS TO GET SOME ICE CREAM BECAUSE HE LOVES IT SO MUCH. "HEY, I'M DYING FOR THIS BRAND OF ICE CREAM. LET'S GET SOME!" ONE OF THE GIRLS HAS TYPE 2 DIABETES, SHE FRANKLY ANSWERS WITH HER OWN POSITION "I CAN'T EAT THAT KIND OF STUFF. WHY DON'T WE TRY SOMETHING DIFFERENT?". IN THIS SITUATION, THE SECOND BOY APPROACHES DEMOCRATICALLY "WHY DON'T WE GET SOME WATERMELON? IT WILL DO US A LOT OF GOOD." THE SECOND GIRL DECLARES OPENLY, TRYING TO BRING THE CASE TO A CONSENSUS. "GUYS, LOOK - STRAWBERRIES ARE ON SALE AND COME WITH CREAM. LET'S GET SOME OF THEM."

AFTER READING THIS TEXT, COULD YOU TELL WHICH CHARACTER'S LINE REFERS TO WHICH COLOR?



RED VOICE  
PASSION



YELLOW VOICE  
FRIENDSHIP



GREEN VOICE  
SINCERITY



BLUE VOICE  
AUTHORITY

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# USEFUL PRACTICES FOR ELOQUENCE

Dictionary exercise – the exercise is performed as follows: you take a dictionary, you or a friend quickly flips through the pages of the dictionary and randomly stops and chooses a random word from the dictionary, after which you have 30 seconds to say something meaningful about the word in question. This exercise is very good because it develops imagination, thinking under pressure and improvisation.

Active listening - before we speak, we need to understand what has been said to us and make sense of it. Processing information is necessary so that we can react appropriately to external provocation or reproduce the thought-emotion-reaction process.

Reading books - reading books is a great hobby, not only because it develops your imagination and vocabulary. This way you become a more enriched person because you develop your general culture and become familiar with more topics.

Presenting the whole picture - how many of you have ever told a story that was funny to you, but your interlocutor didn't find it so funny? It often happens when we tell something that we leave out details, thinking that they are unimportant to the story, because we know the whole story and when some parts are left out, "gaps" remain. The problem is not that there will be gaps, but that our listener will fill them in with situations or things close to him, which can create the wrong impression.



# Group exercises for eloquence

The objectives of this module are to introduce participants to paraverbal and verbal communication, as well as practical exercises for presentation and self-presentation.

- 1.1. Getting to know each other: The moderator tells the participants to walk around the room. At the command “STOP” from the presenter, everyone stops walking and pairs up with the person closest to them and is given time to look around and get to know their partner. Again at the command of the presenter, the pairs turn their backs to each other and are asked questions such as: “What is the name of the person behind you?”, “How old is he?”, “What does he like to do in his free time?”, “What color are his eyes?”, etc. The exercise is repeated several times to get to know the people in the room.
- 1.2. Everyone say that Shrek 5 will be released this year: angry, surprised, excited, sad - Several volunteer participants come out and demonstrate to our audience the effect of voice that it gives to words. By saying that Shrek 5 will be released this year, the different statements and the different meaning that is given will be shown.

- 1.3. Voice-over of a movie excerpt - The presenter selects a scene from a movie or TV series, plays this movie excerpt without sound to his audience and gives them time to watch it. After the scene has been watched, the participants will voice the characters from the movie. Let the imagination run wild and let's see what interesting dialogues or monologues will emerge as the final product.
- 1.4. Sell me the idea - Before the module begins, the presenters select a few items, knowing the size of their audience, to divide people into several groups. After dividing people into different groups, it is time to give them the items they will present and try to convince us of the quality of the "product" and why we should buy it from them.
- 1.5. Directors and Actors - In this exercise, we divide people into teams of equal numbers, if possible. Participants work together to present a comedy or tragedy to the rest of the group.  
Recommended time 20-30 minutes.

After going through the entire module, it's a good idea to ask our audience how they felt, what they liked, what they didn't...



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# TYPES OF COMMUNICATION



7% Verbal

37% Paraverbal

55% Nonverbal

# Module Four

## Convincing but False Statements

*"Short are a lie's legs"*  
*Bulgarian folk wisdom*

The popular belief that orators are manipulators and liars is wrong. There is no equal sign between rhetoric and demagoguery, but quite the opposite. It is crucial as presenters to understand the difference between oratory and sophism.

Sophists use manipulative statements and put a subtle, beautiful spin on them. They use their skills in eloquence to deceive someone or some people.

Rhetoricians, on the other hand, focus on sound reasoning. Their claims are deeply rooted in truth and withstand deep analysis. They use their skills in eloquence to get as close as possible to the elusive human truth.

How do we distinguish truth from lies?

Our critical thinking skills are our best friend. It is important to always have an internal debate and understand all the points of view put forward. With the extraordinary possibilities of the modern age, we can subject every statement to in-depth analysis, using the endless library of the Internet.

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"A man cannot keep secrets. If his lips are sealed, every part of his body trembles. Betrayal oozes from every pore."

**Sigmund Freud**

Lies can be detected in two basic ways: verbally and nonverbally.

Verbal means include: inconsistency with facts and questionable consistency. Inconsistency with facts is, in its entirety, logical and the first thing that comes to mind when we think of a lie. After we have analytically developed the speaker's statement, we can check for possible errors and lies. Consistency is essential to monitor, since at first glance the facts may not be wrong, but the course of action can betray the liar.

The nonverbal way includes nonverbal and paraverbal communication. A person, often lying, puts himself in doubt and betrays himself with gestures, facial expressions, etc.

# **Exercises for Convincing but False Statements**

The goal of this module is to provoke participants to think critically and verify information.

## **1.1. Exercise "Gesture and Name"**

- Materials needed: None.
- Conditions: The game is suitable for large and small groups.

- Instructions: The participants stand in a circle. The trainer asks one of them to say his/her name and show a gesture. Then the participant to the right of the first one continues, and each subsequent one must repeat the names and gestures of the participants before him/her. In this way, the last one must list the names and show the gestures of all the participants in the group. In larger groups, the other participants can give suggestions if there are any difficulties.
- Objective: Getting to know the participants

### 1.2. Exercise “Two truths, one lie”

- Conditions: The trainer invites each participant to come up with 3 things about themselves – 2 truths and 1 lie.
- Instructions: Each participant shares the three statements with the others, and they have to guess which one is not true. The game ends when everyone has had their turn.
- Objective: Getting to know the participants, breaking the ice.

### 1.3. Exercise “Find the differences in me”

- Materials needed: None.
- Conditions: For the purpose of the game, free space is required. It is suitable for both small and larger groups. The group must have an even number of participants.



- Instructions: The trainer randomly divides the group into two equal parts, which should form two circles – one outer and one inner. The participants in them should face each other. The trainer gives 1 minute for everyone to carefully examine the person in front of them and remember exactly what he or she looks like. Then everyone turns their backs to each other and has the task of changing 3 things in their vision that are visible (for example: taking off their watch and putting it on their other hand, rolling up their sleeves, etc.) again in 1 minute. The trainer gives a signal when the participants can face each other again to discover the differences in the vision of the person in front of them.
- Goal: Breaking the atmosphere, motivating participants to look at each other, concentration.

#### 1.4. Exercise “Know Me”

- Materials needed: Flipchart, markers, sheets of paper, pens.
- Conditions: The game is suitable for groups of at least 5 participants.
- Instructions: The participants are divided into two groups, which will be Orators and Sophists, and the audience must recognize the groups themselves, based on their presentation. The presenters will have the task of choosing a statement to present to the whole group and randomly compose the two sides.

- The task of the speakers will be to present the topic set by the presenters, supporting the thesis with credible arguments, while that of the sophists will be to present the same topic, but with false statements. Once the information is provided to the audience, it will be their task to guess which team is the speakers and which is the sophists.
- Objective: To develop critical thinking in participants and develop their skills in presenting information to an audience and convincing them of its truthfulness.

### 1.5. Exercise “Show me”

- Materials needed: None.
- Condition: Participants must express through gestures given information that the exercise leader tells them.
- Instructions: Such as: “Open the window in this room!”, “Come in and sit down!”, “We have to say goodbye,” and so on. The host says whatever he or she thinks is appropriate, and the participants must act it out.
- Objective: for participants to test their own abilities to correctly convey information to the addressee without using verbal communication, only using gestures and movements

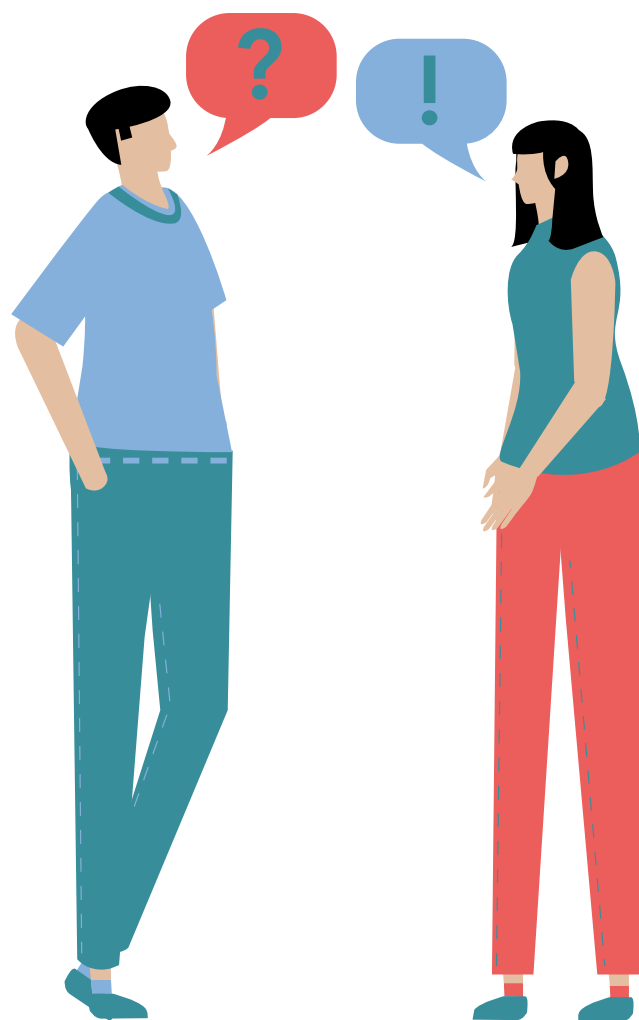


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## 1.6. Exercise “Let's talk”

- Materials needed: None.
- Condition: The group is divided into threes randomly.
- Instructions: Two of the participants sit opposite each other, looking each other in the eye, and the third partner stands with his back to them. The participants must have a short conversation on a free topic set by the presenter (market, weather, vacation, etc.). At the signal of the presenter, the partners in the game exchange places. After the end of the game, the participants share how they felt in the different positions during the conversation.
- Objective: for participants to understand and appreciate the importance of the process of interpersonal communication and face-to-face communication.



# Module Five



## The Skill of Feeling Comfortable in an Uncomfortable Environment

"Always do what you are afraid to do."

Ralph Waldo Emerson

When you're speaking for the first time, when you haven't presented in a long time, or you just don't feel prepared enough... All of these are reasons for feeling uncomfortable during a speech.

### 1.1. Understanding the causes of discomfort

- Social factors - unfamiliar people, lack of trust and common topics for conversation, new situations, lack of control and unpredictability create stress.
- Physical factors - uncomfortable places, poor lighting, temperature, uncomfortable furniture.
- Noise - excessive noise can cause irritation and stress.
- Emotional factors - fear of failure or judgment, overthinking, and worry.
- Influence of personality characteristics:
  - Introverts - prefer environments with small social circles.
  - Extroverts - feel comfortable in social environments and seek interaction.

- Level of self-esteem and self-confidence

Easily handle new situations and social interactions: When you can handle challenges and when your mind is razor sharp, the ability to present will seem 100 times easier.

Difficulty communicating and expressing opinions: When you are worried about those around you and are unsure of your knowledge and competencies, you will not be able to do well on stage.

- Experiences that have led to discomfort in the past: Think about an unpleasant story of yours that has led to doubts about your skills as a presenter, and then how you handled those situations and what the results were.

## 1.2. Psychological techniques for coping with stress

- Square breathing - The exercise is simple, enjoyable and has a proven effect. Before going out in front of an audience, stand in a standing position and inhale for 5 seconds, then hold your breath for 5 seconds, exhale for 5 seconds and hold again for 5 seconds. Repeat the exercise 4-5 times and you will feel the tension go away.
- Double inhalation - Immediately before the performance, it is useful to do the exercise. Inhale, with your elbows and shoulders back. Then, inhale sharply again. The air should be so much that you feel pressure in your abdomen. Hold your breath for two or three seconds and exhale sharply. Repeat this exercise several times in a row. You can call it "Double inhalation".

- "Umbrella" - When speaking in public to any audience, imagine that you have opened an umbrella in front of everyone present, hiding you from them. Your goal is to confidently, firmly, and steadily hold the handle of the "umbrella" the entire time.



- Progressive muscle relaxation - The body relaxes, the muscles relax, we breathe in and out, as the muscle relaxation leader guides us on how to be alone in our space. This technique has a relieving effect and has a positive impact on anxiety and stress. It leads to calmness, relaxation, a feeling of lightness and improves body control. (This exercise is NOT performed alone, it is recommended in a group or with a leader, there is content available on the Internet or you can also find experts in this field).



### 1.3. How to overcome fear of public speaking

"Courage is not the absence of fear - it is the presence of fear and the will to continue." - Mark Twain

Fear is completely normal – everyone is afraid of something. But when worries become an obstacle to achieving your goals, you need to deal with them. Here's how you can do it:

- **UNDERSTANDING** - Try to understand what exactly you are afraid of and why. Is there a real danger? What exactly makes you feel uncomfortable? Understanding your fears will help you find a way to deal with them.
- **BREATHING** - When you feel overwhelmed, try this simple breathing exercise: hold your breath and count to 10, then slowly exhale. Inhale deeply through your nose, hold for three seconds, and exhale through your mouth. As you do this, imagine something relaxing.
- **SHARING** - Sharing your fears with someone may feel scary, but it will help. Confide in a close friend or family member. Sometimes just saying it out loud can ease your worries.
- **WRITING** - If you find it difficult to talk about your fears, try writing them down. Writing will help you understand the reasons for your worries and make sense of them better.



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- **POSITIVISM** - It's not easy, but try to find something positive in your fear. Are you afraid of public speaking? Thank yourself for the opportunity to present. Are you anxious about flying? Think about how lucky you are to be able to travel. Gratitude will help you see the situation in a new light.
- **STUDY** - When you don't understand something, it seems scarier. Research your phobias - read books, watch science fiction movies or shows. Knowledge always brings comfort.
- **LIFESTYLE CHANGES** - Try cutting out caffeine and alcohol, incorporating more physical activity and a healthy diet into your daily routine. This will lead to a physical change that can significantly reduce your stress.
- **PROFESSIONAL HELP** - If your fears are starting to deplete you, it's time to seek help. Reach out to a qualified therapist who will help you overcome your worries - sometimes everyone needs professional support to cope.



# Group exercises for The ability to feel comfortable

The goal of this module is to adapt to public speaking in problematic situations.

## 1. Familiarization exercise

- Materials needed: None.
- Conditions: The game is suitable for groups of 10 to 50 people.
- Instructions: Within a few minutes, participants must think of an adjective that begins with the first letter of their name. (For example: Elegant Ellie, Insensitive Nina, etc.). Use first and last names if there are participants with the same name. Each participant introduces themselves to the others, starting with the adjective that describes them. The game ends when everyone has introduced themselves. Post-it notes can be used.
- Goal: Getting to know the participants, breaking the ice.

## 2. Game "The Path of the Ball"

- Materials needed: Ball.
- Conditions: The game is suitable for large and small groups.
- Instructions: The participants line up in a circle and each one must throw the ball to another player who has not received it yet, after saying their name. The goal is for the ball to pass through all the participants, with each one remembering who they received the ball from and who they passed it to.

- Once this is done, a condition is set that the ball must travel the same path in the shortest possible time.
- Purpose: Name memorization, energizer; can be used for group strategy if the condition in the last part is set so that the players do not necessarily have to stay in the same places.

### 3. The Perfect Circle Game

- Materials needed: Sheets of paper, markers.
- Conditions: The game is suitable for small and large groups.
- Instructions: Before starting the game, the trainer prepares strips of paper with various shapes drawn on them (for example, a triangle, a rectangle, a square, a rhombus, a trapezoid - shapes that repeat, as well as several unique shapes - such as a flower, a star, etc. without repetition). The strips are placed on the participant's head so that the others can see his symbol, but he cannot see his own. Each participant is placed on a strip on his head. The task for the group is to make a perfect circle. What they will understand under this condition depends on themselves.
- Objective: Group decision-making, communication, leadership.

### 4. "Bridge" – a game for group communication

- Materials needed: Sheets of paper, markers.
- Conditions: The game is suitable for small and large groups.
- Instructions: Participants are divided into two teams, each of



- them in a different room. Each team has the task of building half a bridge, so that when the two halves come together, a stable bridge is formed. The only connection between the two teams are two representatives who have a little time to exchange information (Games). The inclusion of this game in the training aims to make the participants practically understand how important proper communication is for achieving team goals and influencing others.

## 5. Game "Conflicts"

- Materials needed: None.
- Conditions: The game is a conflict exercise and is suitable for large and small groups.
- Instructions: The participants line up in two parallel rows facing each other so that each person rests their palms on the participant opposite them. The coach calls one row first and the other row second. At the signal given by him, the participants in the first row must push the participants in the second row with their hands only, who can do whatever they want in response. After about 30 seconds, the two rows switch roles - the players in the second row push the players in the first row with their hands, and they can do whatever they want in response (the coach must ensure that the rules do not cause aggressive behavior between the participants). After about 30 seconds, the participants sit in a circle for a short reflection. The coach asks the participants questions about what they experienced during the game. Did they respond to the pushing with a push, or did they let themselves be pushed? And what is the commonality between the game and their reactions to a conflict in real life?
- Purpose: Conflict exercise.

# **Useful tactics for preparing your speech**



# Correct and incorrect approaches during a speech

Here we will put special emphasis on what we should and shouldn't do in front of an audience. It is advisable to remind yourself of them every time before going out in public.

- 1.1. Never turn your back on the audience!
2. You already know what the field of view is and what impact it has during a speech. Turning your back on the audience closes off any communication with them. Therefore, the audience stops being interested in the speaker. Even when you are giving a presentation and feel the need to turn around to look at the paper or screen, never turn your back, but simply step aside and turn slightly as in the picture below. This way, your body will remain open to at least most of the audience.



## 1.2. Behave respectfully!

As speakers, or even just as sober individuals, we take a particular position on the issues we are discussing. The speaker's goal is to present this position to his audience. However, when the audience is provocative and asks difficult questions, many speakers make the mistake of directly challenging, criticizing, or evaluating what has been said. The speaker should always be respectful of his audience and not give ratings or qualifications to the statements made.

The best way to respond to such statements is with the phrase: "Thank you for the question!" / "Thank you for sharing!". These seemingly small addresses do a lot of work - they mostly manage to reassure the audience that a fierce debate is not being asked, which can be provoked even by the sentence: "This is a very good question." Those who agree with you, whether they consider the question to be a very good one or an ordinary question, or they think it is off-topic. These are again assessments of the question, which are most often insincere. Therefore, simply thank for the question.

Yes, but we can't remember everything, right?!

However, this does not mean reading from our notes or directly from the presentation (unless we are quoting something). When we give a speech, we should be well prepared, with a lot of information on the topic. The notes we use serve to orient ourselves in our confused thoughts.

But the best speakers don't navigate by pieces of paper with five reference points on them, but rather survey the room where they will speak beforehand, marking out various objects

and elements with which, during the speech, without diverting their gaze and attention, as well as that of the audience, of course, they manage not to get lost in their speech.

#### 4. Be careful with eye contact!

Have you ever been in a history test and when you try to remember a specific date, person, or something more specific, you stare at the ceiling, the floor, or somewhere else, but not at your teacher's eyes? Well, this habit needs to disappear if you want to become a good speaker. Why? You might be wondering? There are several reasons: When you avoid eye contact or your eyes wander in many places, but not at your audience or the person in front of you, you openly show that you are unsure of yourself and your abilities. This should not happen, because you will immediately lose the people you are presenting to. People want to listen to confident people who know what they are talking about, who know how to touch them emotionally, not insecure ones.

Another reason why you should learn to watch your audience is that if you don't watch the people you're presenting to, you have no way of understanding their reactions and how you're influencing them, and a speaker is precisely the one who knows how to control the audience and influence it.

It's normal to feel nervous when you're in front of people, but before you go out and try to control their emotions, you need to control your own. People tend to make fewer mistakes when they're being watched, which is why when there are a lot of people watching, we're afraid of failing.



# Sample speeches and practice topics

Now that you have mastered the basics of public speaking, it is important to practice what you have learned. The best public speakers began their careers by practicing prepared speeches, mastering their content and style. In this chapter, we have collected some sample speeches and topics.

All the speech topics were invented by the youth!

"Success is a collection of mistakes"

- This topic contains two opposites - success, but through mistakes. When formulating a topic for a speech, you should be able to include such a contrast. This automatically raises questions such as how and why. Here is one way to develop your speech:

"If we look at a mistake as a failure and success as a clear path, then we will make mistakes. The road to success is paved with many mistakes. If we learn from them, we will succeed; if we repeat them, if we avoid them, we will fail. The illusion of success is in looking up while going down."

Try to look at the topic philosophically and abstractly.

"Should discrimination against criminals continue after they have served their sentence?"

Unlike the previous topic, this one is not so abstract. Here you need to invest more in preparing facts and examples of discrimination. The main points are: Is there discrimination against criminals after serving their sentence?; Should we consider the issue legally or morally?; Is there morality in the law?; Is discrimination a method of rehabilitation? etc.

You can develop your speech like this:

"Often after serving their sentence, criminals continue to be blamed for their actions. For example, most of the recovered drug addicts or alcoholics continue to be denied the opportunity to realize themselves in some professional direction or are segregated and socially restricted for life. Such things happen because of doubts that the same individuals would repeat their actions, or because society does not consider the sentence to be morally justified or sufficient. However, by seeking morality in the law, people act immorally, discriminating against those who have served their sentence."

Here we defended criminals using the questions we asked ourselves earlier. Challenge yourself to defend the opposing side of the issue that discriminates against criminals! You might find it helpful to consider the question - "Is morality the law?"

"Technology is harmful"

As a speaker, you will often have to tackle topics related to technology and development, as well as those that at first glance are considered irrelevant. This topic combines both. The key here is to present what technology is, in what context we use this term, and why it is harmful,

some technologies are harmful or their full development is harmful, also for whom or what they are harmful. If your idea is to talk only about one type of technology, such as social networks, explaining their impact on humans, then this is the wrong approach. In your speech on this topic, you should include technologies as a concept, idea, phenomenon... What makes them harmful and for whom/what? Although they have many benefits, technologies are harmful by reducing people's hard work and diligence. They also interfere with the natural evolution of animals. An example of this are zoos, where animals lose their instincts, or wildlife television shows, where people and our devices - cars, cameras, and other devices - interfere with the habitats of animals. In this regard, even raising a pet interferes with the natural evolution of the dog or cat species, as they get used to the comfortable environment that humans provide them. These are examples that you can present in your speech. This approach ensures a general discussion of technologies as a phenomenon, rather than by type of technology.

For more information on the topic, you can explore the "Universe 25" experiment.

### Summary:

Think philosophically and abstractly to find different avenues for your speech.

Note the keywords in the topic and ask specific questions about each of them: who, what, how, why, when, where...

Prepare yourself with facts and examples on the relevant topic.

Avoid generalizing based on specific cases or examples. Instead, describe the topic by presenting its elements as phenomena, concepts, ideas, etc.

# Conclusion

During this little adventure of ours, we learned a lot together. You now know what public speaking is and you know the difference between the three methods of persuasion. You also learned about proper preparation before presenting and delivering a speech, about gestures from the “Body Language” module, about different types of communication. You understood who the sophists are, many techniques for dealing with fear (such as the “umbrella” technique), as well as different exercise techniques.

The Young Orator Club has been teaching us, students and young people, how to present ourselves on stage and in front of an audience for 2 years now. We continue to conduct many different trainings for young people from all over the country and introduce them to the art called rhetoric.

We hope we have been helpful in your development as future presenters. Thank you for using the “Young Orators’ Guide to Future Presenters”!



"Young Orator" at the IYC - Stara Zagora

# Messages from Young Orators







"Do everything with a smile." Ivan Angelov



"Self-control is the ability to postpone gratification for the sake of a greater goal." Dimitar Stoev



"Our struggles determine our successes." Ivan Ivanov



"Be bold and make the world around you a better place." Iliana Dimitrova

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"There are no coincidences in life - everything happens for a reason. Every encounter and event offers us a lesson or message that helps us understand ourselves and the people around us better. Be ready to learn from these lessons and see opportunities as a chance for development, because they are not accidental." Venilina Georgieva



"It's a curse to live in interesting times - it's up to us and our word to normalize them!" Nikola Minchev



"You don't need talent to be a good speaker. If you read, rehearse, and iron out your shortcomings more than people with "talent," you will pass them by unnoticed." Ivaylo Ivanov

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"Life is like a coin. You can do whatever you want with it, but you can only spend it once." Iva Decheva



"What's dangerous is interesting." Aleksandar Danchev



"If death exists, I am not."  
If I am, death is not.  
Why should I be afraid of something that is when I am not." Ivaylo Hristov

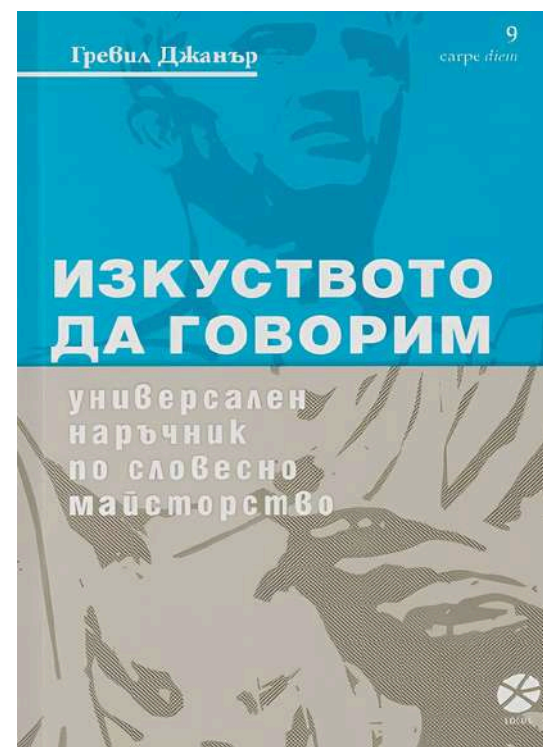
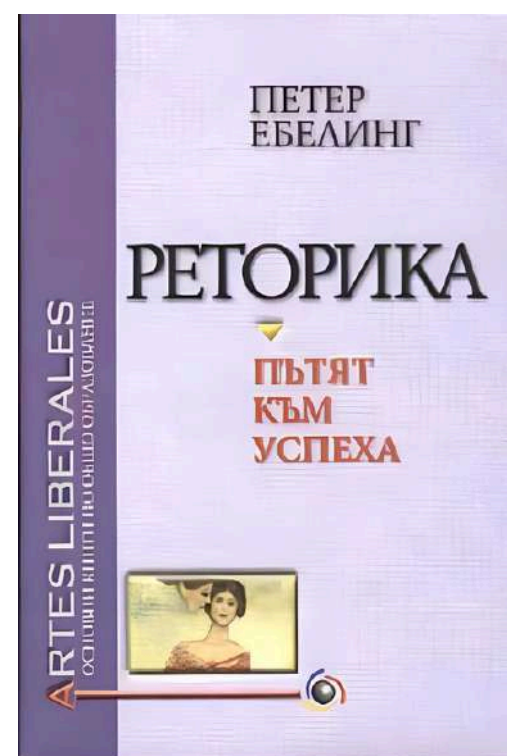
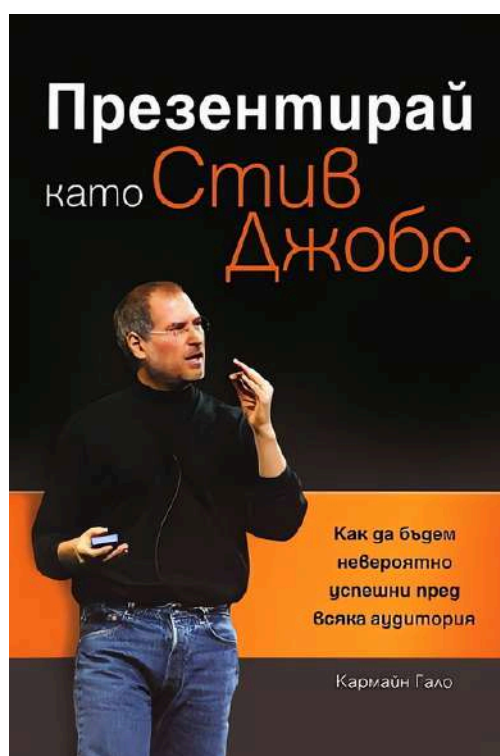
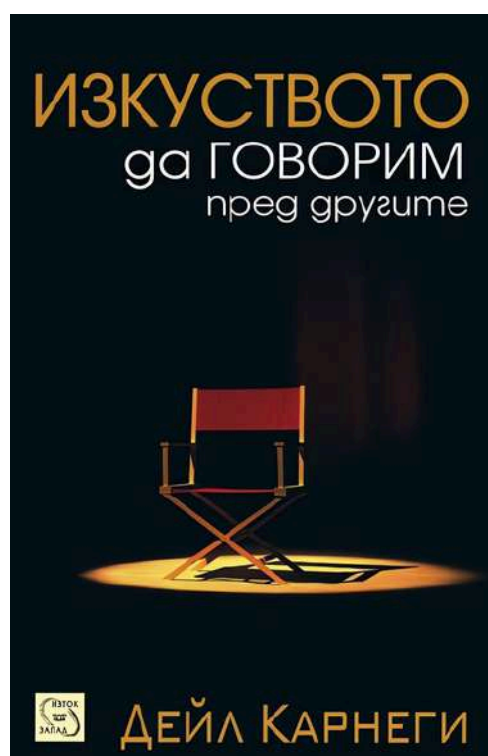


"Be grateful, rejoice, and appreciate the path to success, not just success itself! And in this case - rhetoric is the path to success." Denis Yordanov

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# Useful books



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# Useful videos for presentations



**How to present like a professional**



**The Golden Circle**



**How to start and end your presentation**



**How to present**



**Steve Jobs presentation**



**Arnold Schwarzenegger's Inspirational  
Speech - On Success 2018**

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# Dictionary

Articulation (Latin: articulatio – articulated) may refer to:

*Articulation in linguistics - articulation of speech sounds and the activity of the speech organs when pronouncing a sound*  
*Articulation in music - the way of performing tones*

Attitude - a mental and nervous state of readiness, organized with the help of experience, which exerts a directive (guiding) or dynamic influence on the reactions of the individual to all objects and situations with which he is associated.

Visual communication - communication through images. It is one of the three main types of communication, along with verbal communication (speaking) and nonverbal communication (tone, body language, etc.)

Empathy - comes from the ancient Greek ἐμπάθεια and generally means sympathy, the ability of a person to understand, perceive, and empathize with the feelings, emotions, and thoughts of others.

Energizer - very short dynamic exercises with quick and easy instructions. They are used to increase the energy level of the group, create an atmosphere and focus attention.

Conformity - a change in behavior through which an individual responds to group pressure by trying to conform to

It is through the rejection of some previous positions and the acceptance of new ones that one seeks to affirm oneself.

Communicative competence - a set of knowledge, skills and habits necessary for communication between people.

Persuasion - the process of leading people to accept an idea, attitude, or action through rational and symbolic meanings. It is a problem-solving strategy based on "pleasure" rather than coercion.

Value (or value) - a term widely used in philosophical and sociological literature to denote the human, social and cultural significance of certain phenomena of reality. All individuals or cultures that are not in social isolation and have adequate language skills have certain underlying and defining values that are important for the overall value system.

Rhetoric (or rhetoric, eloquence, oratory, oratory) - the ability to speak well. In a narrow sense, it can mean the science that studies the ability to speak persuasively in front of an audience.

Self-presentation - conscious or unconscious control over the impression an individual creates in their social interactions or situations.

Tolerance is a term that means tolerance and respect for differences, be they social, cultural, sexual or

religious. According to some philosophical dictionaries, it can manifest itself as an act of indulgence, as an act of tolerance, or as an act of support and understanding.

Holistic (Greek - holos means whole, complete, integral) - whole. According to the holistic approach, a person is considered in his entirety.



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# Diary of my communication skills



# HANDBOOK FROM YOUNG ORATORS FOR FUTURE PRESENTERS



*"The speaker who understands the soul of his audience has the ability to lead them to insight and change, but to do so he must first have experienced that insight within himself." - Abraham Lincoln*