

NAME \_\_\_\_\_ DATE \_\_\_\_\_

***Facing an Audience:*** Handout B,  
*Remedies for the Symptoms of Stage Fright*

Symptom:	Remedy:
Shortness of breath	Speak slowly. Pause longer between sentences. Breathe deeply. Exhale through the nose.
Stumbling over words	Slow down your delivery until the problem disappears.
Trembling hands and rattling manuscript	Put your notes on 4 x 6 cards. Attach your script to construction paper. Use a lectern. Place your pack of cards on it, and as you finish them, slide them to one side.
Hoarse or squeaky voice	Use oral practice sessions and concentrate on eliminating vocal problems. If it happens during a presentation, ignore it.
Dry mouth	Speak slowly to avoid becoming tongue-tied. Do not lick your lips before the audience.
Cold hands and feet; tense muscles	Let your entire body become involved in your presentation. Reinforce your message with purposeful arm and hand movements. Take a step or two to the side as you begin a new idea. Such physical involvement will help you speak with vitality as well.
Excessive perspiration	Be prepared. Use antiperspirant and wear clothes on which perspiration will not be noticeable. If you know you're prone to heavy perspiration, have ready a clean, cloth handkerchief with which you may calmly and unobtrusively blot your forehead if necessary.
Stomach butterflies, cramps, or noises	Ignore them as much as possible. Remember that the audience is not usually aware of these problems.
Inability to look at the faces in the audience	At first, don't look directly at individuals. Look just over their heads. Later pick a friendly face and look first at that person.
Feeling inferior	Wear clothes in which you know you look good. Naturally they must be appropriate to the occasion.
Pounding heart, weak knees, desire to run out of the room	Remember that the audience is usually unaware of these feelings. You can bluff them (and yourself) by standing tall and feigning calmness. Soon the apparent poise will become real.

**Note:** A number of these symptoms can be forestalled by proper warm-up. Physical movement or even several deep breaths before you begin to speak can use up some of the excess nervous energy.

**Key:** Preparation, including rehearsal.  
Believe in your message.