

SAMVAAD

SPEAK WITH CONFIDENCE

7 tools to speak clearly, think quickly and stop hiding behind hesitation

You do not need to feel fearless. You need a repeatable method.

Teenagers • College Students • Young Adults

A practical field guide — not a textbook.

The real problem is rarely “I don’t know enough English.” More often, people hesitate because they are trying to find perfect words, fear judgement, or have no structure for the thought they want to express. Samvaad’s own curriculum is built around clarity, listening, fluency, public speaking and repeated practice.

This guide gives you a compact system you can use today — in class, on stage, in a GD, in an interview or in a meeting.

1. THE 10-SECOND RESET

Before speaking, answer three questions silently:

QUESTION	YOUR ANSWER
What is my point?	_____
Why does it matter?	_____
What should the listener remember?	_____

A clear message starts before the first sentence.

2. THE POINT-REASON-EXAMPLE-CLOSE FORMULA

STEP	WHAT TO DO	EXAMPLE
Point	State the idea	“Students should do internships.”
Reason	Explain why	“They turn classroom knowledge into workplace evidence.”
Example	Make it concrete	“A project or internship gives you a story to use in an interview.”
Close	Land the message	“Experience makes your skills visible.”

This structure is intentionally simple. Simplicity is a strength when pressure is high.

3. STOP WAITING FOR PERFECT ENGLISH

A useful communication rule: clarity beats complexity. NACE defines communication as clearly and effectively exchanging information, ideas, facts and perspectives, and specifically includes active listening, persuasion, organised communication and appropriate questions. (NACE, Communication Competency)

- Prefer “use” over “utilise” when both work.
- Prefer one clear sentence over three vague ones.
- Prefer a pause over filling silence with “umm”, “actually”, or “basically”.

4. THE 60-SECOND SPEAKING DRILL

Pick one topic: AI in education / social media / college attendance / internships / exams. Speak for 60 seconds using Point-Reason-Example-Close. Record it. Listen once. Repeat. Toastmasters recommends practicing aloud, recording yourself and rehearsing recovery from mistakes rather than relying on last-minute improvisation. (Toastmasters International, Public Speaking)

ROUND	TARGET
1	Clarity
2	Fewer fillers
3	Better opening
4	Stronger close

5. YOUR FLI AUDIT

FLI = Fillers, Lags, Irrelevancies. Samvaad’s existing speaking curriculum uses FLI reduction as a practical fluency exercise.

RECORDING	FILLERS	LAGS	IRRELEVANT WORDS
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Do not aim for zero. Aim for control.

6. WHAT TO DO WHEN YOUR MIND GOES BLANK

- Pause. Silence feels longer to the speaker than to the listener.
- Repeat the last idea in simpler words.
- Use a recovery line: “Let me put that another way.”
- Return to your structure: Point → Reason → Example.

Toastmasters also recommends practicing recovery, using pauses and preparing the opening and close rather than trying to memorise everything. (Toastmasters International, Public Speaking)

7. CONFIDENCE IS BUILT BY EXPOSURE

The uncomfortable truth: confidence usually follows evidence. You become confident because your brain gets repeated proof that you can handle the situation. Regular, supportive practice is therefore more useful than waiting to “feel confident” first. Toastmasters describes repeated speaking in supportive settings as a practical route to reducing public-speaking anxiety. (Toastmasters International, Public Speaking)

YOUR 7-DAY SPEAKING PLAN

DAY	TASK	TIME
1	30-second introduction	5 min
2	60-second impromptu	5 min
3	Read aloud + record	5 min
4	Speak with no fillers	5 min
5	Explain one concept simply	7 min
6	Give a 2-minute mini-presentation	10 min
7	Repeat Day 1 and compare	10 min

QUICK SELF-CHECK

SKILL	1-5
Clarity	—
Structure	—
Fluency	—
Pronunciation	—
Confidence	—
Listening	—

YOUR NEXT STEP

Take the Samvaad Communication Readiness Assessment → [QR / WHATSAPP CTA]

Sources & Further Reading

Selected external references used to strengthen the practical guidance in this eBook. Concepts are adapted and simplified for learner use; this eBook is not a reproduction of the source material.

NACE — Career Readiness: Communication — <https://www.naceweb.org/docs/default-source/default-document-library/2025/career-readiness/nace-career-readiness-competencies-communication.pdf>

Toastmasters — How to Overcome Your Fear of Public Speaking — <https://www.toastmasters.org/Resources/Public-Speaking-Tips/How-to-Overcome-Your-Fear-of-Public-Speaking>