

DEVELOPING YOUR CONFIDENCE TO SPEAK IN GROUP MEETINGS

Many students are at first nervous about speaking up in a seminar or in a group meeting.

Here some hints and tips to build up your confidence.

BEFORE THE MEETING

Prepare well. See Getting the most out of group meeting info sheet [\[link\]](#)

DURING THE MEETING

Remind yourself that you know the people in the group, and that you are all in the same boat

Until you gain confidence, write down what you want to say, but use your notes as a prompt and try not to read from them (if you are feeding back from a small group session, you may be able to use your flip chart sheets)

Start by just jumping in with a simple question, or an obvious example - your contribution does not have to be rocket science!

Breathe slowly if you are nervous

Take your time when speaking

Try to appear confident – do not apologise, and smile!

Make eye contact with others in the class

Make sure everyone in the class can hear you

Be brief and clear, and try not to repeat yourself

AFTER THE MEETING

Reflect on your contribution to the meeting, and build on the experience ready for the next one