



Assured Speaking

*Prepare, rehearse, persuade.
Nerves can be tamed, not just endured.*

10 prompts to structure your talk, rehearse out loud and tame the nerves, with AI as your practice audience and you as the speaker.

Free for the SYSTINFO community



GOOD TO KNOW

AI rehearses. You speak.

In 2026, AI speaking coaches are everywhere: they simulate an audience, listen to your run-through and flag a rushed pace or filler words. Assistants like ChatGPT, Gemini or Le Chat do the same, for free. The tool makes you rehearse. The presence stays yours. Three things to keep in mind.

- **AI structures, you embody**

It builds the outline and the arguments. The gaze, the voice and the conviction are yours.

- **Rehearsing out loud changes everything**

AI edits pasted text, but breath and rhythm are learned on your feet, by speaking.

- **Your audience is unique**

AI does not know your room or your real listeners. Tune the tone to those who are there.

The right reflex: AI prepares and rehearses, you keep the tone and the sincerity.
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THE METHOD

Ten prompts, five moments.

A strong talk comes down to five moments: structure the message, fit it to the audience, rehearse and refine, handle nerves and the unexpected, and persuade. These 10 prompts hand AI the first draft of each. Your voice does the rest.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Structure the message**

· 2 prompts

02 **Fit the audience**

· 2 prompts

03 **Rehearse and refine**

· 2 prompts

04 **Handle nerves and surprises**

· 2 prompts

05 **Persuade and go further**

· 2 prompts



The Through-Line

PROMPT TO COPY

Role: you are a speaking coach who structures a presentation.

Context: I must present [topic] for [duration] to [audience]. My goal: [inform, persuade, train].

Task: give me a clear outline, with one strong idea per part.

Format: an intro, three parts at most, a conclusion, each part in one sentence, with a suggested timing.

What you get

A solid skeleton to hang your words on. A clear outline reassures the speaker and guides the listener from start to finish.



The Key Message

PROMPT TO COPY

Role: you are a coach who helps distil a core message.

Context: here are my notes for a talk on [topic]: [paste the notes].

Task: help me phrase the one idea the audience must remember.

Format: a memorable line of fifteen words at most, then three ways to say it, from plain to vivid.

What you get

One line your audience carries out the door. When all else is forgotten, that message stays, if you chose it on purpose.



The Right Level

PROMPT TO COPY

Role: you are a coach who tunes a talk to its audience.

Context: I present [topic] to [audience: experts, beginners, mixed]. Here is my text: [paste].

Task: flag what is too technical or too vague for this audience.

Format: terms to explain or cut, passages to simplify, one concrete image for the hardest idea.

What you get

A talk calibrated for the people in front of you. Speaking at the right level, neither over nor under, already earns attention.



The Hook That Lands

PROMPT TO COPY

Role: you are a coach who sharpens the first seconds of a talk.

Context: my talk on [topic] opens before [audience].

Desired tone: [serious, warm, punchy].

Task: give me several ways to open and grab attention at once.

Format: three openers to choose from, a question, a short story, a surprising figure, each in two sentences.

What you get

An opening that makes the room look up. The first twenty seconds decide whether people truly listen.



The Practice Audience

PROMPT TO COPY

Role: you are a demanding but kind audience that makes me rehearse.

Context: I am rehearsing my talk on [topic] for [audience]. Here is my text: [paste].

Task: play the audience and ask the questions it would ask at the end.

Format: five questions, from easiest to trickiest, then a short answer path for each.

What you get

A rehearsal that feels like the real day. Anticipating questions turns the fear of a blank into quiet confidence.



The Filler Hunter

PROMPT TO COPY

Role: you are a coach who hunts filler words and pace.

Context: here is the transcript of my run-through, said out loud: [paste the text].

Task: spot my filler words, repetitions and over-long sentences.

Format: the list of fillers with counts, sentences to split, one tip on rhythm and pauses, without judging me.

What you get

A clean talk, free of the ums and the you-knows. Cutting the clutter makes every word that stays land harder.



The Calm Before Speaking

PROMPT TO COPY

Role: you are a coach who prepares me mentally to speak.

Context: I get anxious before presenting [topic] to [audience], on [date]. What worries me: [specify].

Task: give me a simple routine to settle down before I start.

Format: three moves in the hour before, a breathing pattern to follow, one line to repeat, nothing complicated.

What you get

A ritual that steadies the body before the first words.
Nerves do not vanish, they get channelled into energy.



The Tough Question

PROMPT TO COPY

Role: you are a coach who prepares me for hard questions.

Context: after my talk on [topic], I dread the question from [type of person] about [sensitive point].

Task: help me prepare a calm answer, without getting defensive.

Format: a reframing of the question, an honest answer in three sentences, a confident way to say I do not know.

What you get

An answer ready for the moment you dread. Staying calm under a hard question inspires more than being perfect.



The Clean Slide

PROMPT TO COPY

Role: you are a coach who lightens slides and notes.

Context: my deck for [topic] is too busy. Here is its content: [paste].

Task: help me cut each slide down to the essential.

Format: one idea per slide, six words per line at most, what belongs to speech not screen, my notes as a memory aid.

What you get

A deck that backs your words instead of stealing them. A spare screen keeps eyes on you, not on the text.



The Speaker's Safeguard

PROMPT TO COPY

Role: you are a careful advisor who reviews my preparation.

Context: I am about to present [topic] to [audience] and I want to avoid slip-ups.

Task: remind me what to check before I step up to speak.

Format: figures to confirm, sources to cite, what must stay mine and not the AI's, one last control pass.

What you get

A review that keeps AI in its proper place as an assistant. Your figures get checked, your sources cited, your voice stays yours.



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