

The RESET Quick Guide

Use this when speaking feels difficult.

R Relax and pause

Take one breath. Give yourself time.

Use: "Let me think about that."

E Express one simple idea

Start with your clearest point.

Ask: "What is the simplest way to say this?"

S Structure your answer

Give your ideas a clear order. Use PREP:

Point

Reason

Example

Point again

E Explain and expand

Add useful detail. Choose one:

A reason

An example

Another view

A result

T Talk through problems

If a word disappears, do not stop.

- Use a simpler word.
- Describe what you mean.
- Give an example.
- **Keep going.**

Feeling stuck?

Ask yourself:

- ✓ What is my main point?
- ✓ What is the simplest way to say it?
- ✓ Can I give a reason or example?
- ✓ Can I describe the word I need?
- ✓ What does my listener need to understand?

Final reminder: Pause. Choose one idea. Say it simply. Keep going.