



5 QUICK TIPS FOR PUBLIC SPEAKING

ONE

BE PREPARED

A good speech is a prepared speech. It is a myth that great public speakers can wing it, great public speakers prepare! Whether it is a 5 minute or hour long speech, take the time do the research, take good notes, and prepare an outline for your presentation.

TWO

KNOW THE AUDIENCE

Gather as much information about your audience as you can to tailor your speech to their needs. The topic should be relevant to the audience and offer new information and insights. Consider the demographics (age, gender, culture, context, etc) to be sure the content is appropriate as well.

THREE

USE VISUAL AIDS

Most people are visual learners so visual aids will add impact to your presentation. Be creative and do not limit yourself to PowerPoint. Consider a Prezi, pamphlets or brochures, posters, props, photographs, or samples. If you use PowerPoint, make sure it's visual, use images and few words; a single image or word on a slide can be very powerful.

FOUR

BE POISED

Stand up straight, plant your feet, and find a job for your hand like holding note cards (don't place them down on a table or podium because it forces you to look away and loose eye contact with the audience). Avoid leaning on furniture, making awkward foot movements, or crossing your legs. Keep your hands away from your face, and out of your hair and pockets.

FIVE

MANAGE YOUR ANXIETY

Rehearse, visualize, and breathe! Experienced presenters get nervous, but manage it effectively. Common symptoms of nervousness are sweating, heat rush, turning red, and voice shaking. They are a normal physiological response to fear, aka "flight or fight". Practicing and visualizing your success will help alleviate some of your fear at the outset. Breathing helps release adrenaline so take good deep breaths before you begin and remember to breathe throughout your speech.