

# Public Speaking Tips



## **Audience:**

- \* Make sure your speech is geared towards your audience.
- \* Ask yourself: What does my audience know about this topic? How can I make it appeal to them?

## **What we know about public speaking:**

- \* Practice makes better.
- \* Small groups are less intimidating than large groups.
- \* Your audience is rooting for you.

## **Topic Choice:**

- \* Be different
- \* Choose a unique topic that you are passionate about.
- \* If you cannot choose a topic, take the topic and make it interesting to you.

## **Disposition**

- \* Content should be coherent and easily understood.
- \* Organization:
  - \* Your thesis should be clear and easy to understand.
  - \* Each point should flow flawlessly together.
- \* Introduction:
  - \* Gain audience's attention with a quote, statistic, or question allowing for audience participation.
    - \* The speech begins the moment you leave your seat.
- \* Conclusion:
  - \* Do NOT say, "In conclusion," instead say, "To summarize."
  - \* End strong using a rhetorical question, quote, or statistic.
  - \* Do NOT say, "Thank you" at the end of your speech.

## **Style**

- \* Speak slowly and clearly.
- \* Know your audience.
- \* Define terms that audience may not know.
- \* Only use slang or large words when absolutely necessary.
- \* Your language should match your topic.
- \* Use appropriate facial expressions.

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## **Presentation**

- \* Dress professionally and comfortably.
- \* Make consistent eye contact with the audience. Pick three sections of the room and make an effort to look at each section.
- \* Move on transitions.
- \* Move forward or to the side to add confidence.
- \* Do NOT use a podium if allowed.
- \* Use hand when counting and transitioning.
- \* Keep hands by your side or at belly button level.
- \* Do NOT play with hair or make movements that might distract the audience.

## **Memory**

- \* Find a balance between being too memorized and too spontaneous.
- \* Practice makes better.
- \* Use a key word outline.

## **Practice**

- \* Positively visualize your speech going well.
- \* Practice in front of the mirror.
- \* Practice with a friend and have them tell you three things you did well and three things you can improve on.
- \* Time your speech when practicing.

## **Preparation**

- \* First, start with full sentence written speech.
- \* Second, make a full sentence outline.
- \* Third, make a key word outline.