



Public Speaking Tips

- 1. Know your material. If you're not familiar with your material or are uncomfortable with it, you are likely to become nervous.**
 - ✔ Practice your talk over and over and revise it if necessary. Talk in front of a mirror or in front of family or friends.
 - ✔ Mark places where you will pause and breathe with '//'.
- 2. Do creative visualization. Close your eyes and visualize yourself in front of the audience. Imagine yourself speaking, with your voice loud, clear, and assured.**
- 3. Get to know your audience. Say hello to people as they arrive. It's easier to speak to a group of friends than to a group of strangers.**
- 4. Introduce yourself. Before beginning, tell people your name, grade, and school. Most audience members will not know this information.**
- 5. Realize that people want you to succeed. Audiences want you to be interesting, stimulating, informative, and entertaining.**
- 6. Don't apologize for your mistakes.**
 - ✔ If you mention your nervousness or apologize for any problems you think you have with your talk, you're probably calling the audience's attention to something they hadn't noticed.
 - ✔ If you lose your place, just breathe and smile.
- 7. Make eye contact. Try to make eye contact with as many people in the room as possible. Don't focus only on people in the front rows.**
- 8. Power Point Slides:**
 - ✔ Don't read your PowerPoint slides. Most audience members can read the entire content of a PowerPoint slide in about eight seconds – much faster than you can say the words aloud.
 - ✔ Instead, add some important information that isn't on the slide. Use note cards with bullet points, if needed.
 - ✔ Frame the slides (i.e., "As you can see, the next slide shows us the three things that we...").
 - ✔ Breathe a little life into your bullets. When talking about a bullet list say, "First, we did this... Second, we did this... Finally, we did that..."
- 9. When someone in the audience asks a question, always repeat the question. Not everyone in the audience will be able to hear what other audience members say.**
 - ✔ Say, "The question is... [repeat verbatim]" or "The question is about... [specific topic]". You can also check back with the person to make sure that you answered it fully.
- 10. Smile.**
 - ✔ In communicating a relaxed, confident, self-assured manner, you always look your best wearing a smile.
 - ✔ However, DON'T tell jokes; they're not appropriate at a public presentation and you want the adults in the room to take you seriously.

Deliver the Message: Develop the Presentation