

Tips for Public Speaking

Matter - What you say

- Decide the purpose of your speech. Is it to: inform, persuade, arouse sympathy, increase understanding, heighten awareness, change an opinion or simply to present a point of view?
- Your speech should have a beginning, middle and an end
- Don't overdo the good mornings
- Start strong
- Use emotive or visual language to engage the audience
- Talk about ideas or topics that your audience can relate to
- Be aware of the time limits
- Avoid listing a series of examples
- Humour can be wonderful in a speech but don't put it in just for the sake of it
- End strong - never end with "Thank you for listening to my speech..." or "That is the end of my speech..."

Manner - How you say it

- Make eye contact with your audience - don't read your speech
- Use small palm cards with small prompts
- Speak clearly and slowly with appropriate pauses
- Speak loudly enough for the entire audience to hear
- Stand tall and be confident
- Avoid distracting mannerisms (swaying, touching hair etc)
- Any hand or facial gestures should be natural and appropriate

Practice, Practice, Practice

- Know your speech!
- Present your speech regularly to practice (to your family, your animals even to yourself in the mirror)
- Time yourself as you present your speech
- Ask family and friends for advice
- Record or video tape your speech and watch it back to pick up any areas for improvement