

PUBLIC SPEAKING TIPS

Nervous?

Relax. This can be difficult but with practice this will subside. It is a perfectly normal. After all its an important event and you don't want to make a mistake. It's all in knowing how to handle the mistake. Acting frustrated is not going to help it will just make matters worse.

Keep calm and breath.

The longer you take between breaths, makes you hurry and rush to finish your sentence or thought. This will tend to change the octave of your voice. Take your time, but don't drag it out. That's boring.

Know your voice.

Easy to say. When speaking get to know where you will be speaking from. Is it a small room? A banquet hall. Is it outside? Is there a stage or are you speaking from the floor? That all matters. Even with a booming voice that carries, unless it is a very small room, use a microphone and remember to speak into the microphone. Hold it up high so that you are not hunched over when speaking.

Reading vs. Bullet Points.

This system has pluses and minuses. If you can read an Introduction or a speech without losing your place while you are reading, that's fine. However, it is very important that while reading you make eye contact with your audience. Eye

contact engages the audience and helps to keep them attentive to what you are saying.

Bullet Points, are just that. You jot down an idea on the sheet that you are using, that will remind you of what you want to say at a given moment. Normally, the bullet points will follow in order, but if you do have to jump around, try and note what points that you have already covered.

Remember to use the room.

If you are introducing a dignitary, it's usually a short introduction if the attendees are familiar with the guest. If not, it can sometimes get rather lengthy and you will have to make the best of it.

This idea works for several issues with public speaking. Ask some of your friends to fan out around the room. When you are speaking make eye contact with them. This will make it seem that you are talking to each and every person in the room. It also will help to calm you down when you see those familiar faces. After a couple of speeches, you will feel much more comfortable and at ease with your delivery.

Practice...Practice...Practice

Even in front of a mirror, you will be your best critic. If your spouse or friend is willing to sit there and listen to you practice, then you have a very special spouse or friend.

Public Speaking is like anything else, when you learned to ride a bike and you fell off, you got back on again until you stopped falling. Just remember, we all ride bikes differently.