



# Public Speaking Tips

1. Know your audience (Are they students, professionals, children, etc.??)
  - ~ What language is appropriate? Humor? Big vocabulary? Animated? etc.
2. Know your material/ Prepare your speech
  - ~ Speech outline (have a beginning, body, and conclusion)
  - ~ You may have a note card with bullet points to guide you and remind you what to say in case you forget
  - ~ If there is a time limit, keep track of time
3. Practice, practice, practice
4. Start speech when you are in front of audience with good posture. Don't start talking as you walk up.
5. Relax, be yourself, and have confidence.
6. Have good eye contact and scan your audience.
7. Speak clearly and at a good speed
  - ~ Project your voice
  - ~ Avoid rushing
  - ~ Errors are ok. If you get stuck, don't panic; relax, take a deep breath, gather your thoughts and continue
8. Maintain good presence
  - ~ Maintain good posture
  - ~ Don't do anything that may distract the audience (e.g. don't have hands in pockets, chew gum, play with your fingers, or dance around)
9. Have a closing remark that informs people you are done with your speech (e.g. Thank you- don't say "That's it")
10. If you still have extra time and you have completed your presentation, ask for questions.

