

Tips for Public Speaking

Get your audience's attention: Even a boring topic can become interesting with a dynamic delivery. Delivery is how you use your body and your voice to present your speech to the audience. Project enthusiasm; don't be afraid to go overboard.

Speak loudly and slowly: This will help your audience pay attention.

Write a clear and detailed outline: Your outline will help you organize your speech.

Do not read your speech word for word from your notes: Reading a speech word for word reduces your chance of building good rapport with your audience.

Practice and time yourself: Practice your speech at least 10 times before going "live". Time yourself to keep within time restrictions.

Use creative visual aids: Use visuals that are easy to look at and are professional. They should demonstrate the main ideas of your speech.

Use sources to increase your credibility: Be sure to cite the source of your data.

Overcoming Fears of Public Speaking

Prepare yourself: If you write a speech at the last minute, you will be nervous. Make sure you really know your assignment topic and research it thoroughly.

Keep organized notes: Make sure your note cards or whatever you are using to deliver your speech are organized and easy to follow.

Practice: Practice often, in front of friends and a mirror.

Pretend to be confident: In spite of how nervous you are, speak confidently. You'd be surprised how much more confident you sound even when you pretend. Avoid nervous giggling, stuttering, pauses, or "um's".

Relaxation Techniques: Take deep breaths, avoid caffeine, and do some simple stretching exercises before your class.