

Public Speaking Tips

George Gilbert – Originally Speaking

1. Ask yourself what is the purpose of the speech. (To inform, motivate, persuade, entertain, etc.)
2. Know your material
 - a. Research your topic
 - b. Narrow the information (don't be too general)
3. Write your speech
 - a. Introduction
 - b. Body
 - c. Conclusion
4. Rehearse your presentation
 - a. Practice your speech as if you were giving it to a live audience
 - i. Limit audible pauses (ah's, you know, write, it's like)
 - ii. Practice your grammar
 - b. Record your presentation (video or audio)
 - i. How did you deliver the speech?
 - ii. Was it smooth or disjointed?
5. Speaking
 - a. Projecting
 - i. Volume
 - b. Vocal variety
 - i. Don't be monotone
 - c. Pace
 - i. Don't talk too fast or too slow
 - ii. Vary the speed for effect
6. Gestures
 - a. Posture
 - i. Stand up straight
 - b. Hands
 - i. Placement of hands
 - c. Movement
 - i. Move to make a point
 - ii. Don't pace back and forth
 - iii. Don't sway back and forth
7. Eye Contact
 - a. Look at the audience
8. Know your audience
 - a. What is the purpose of the meeting?
 - b. What are the audiences political, religious, philanthropic, etc. tendency's
9. Dress for success
 - a. Dress professionally
10. Have Fun