



Basic Tips for Public Speaking

REMEMBER...

- Be prepared, use note cards.
- Practice beforehand.
- Make eye contact to create a connection with your audience.
- Use the volume of your voice to instill passion.
- Change the tone of your voice, so you don't sound monotonous.
- Use gestures to emphasize your point.
- Take your time, don't rush.
- Keep visuals simple.
- A great story will paint a picture for the audience.
- Be confident!
- Remember: The audience doesn't know you're nervous.

OVERCOMING FEAR OF PUBLIC SPEAKING

During recent studies, over 40 percent of those studied claimed to have a fear of public speaking. Whether it is in front of 10 people or a stadium full, the fear of public speaking seems to affect nearly everyone at one point or another. Even the most professional of public speakers can become nervous before an important speech. In this section we will cover some tips on overcoming fear of public speaking.

First, it is very important to understand that when an individual is, in fact, nervous up in front of their audience, the audience hardly ever sees their nervousness...at first. This assumption that everyone can tell YOU are nervous is absolutely not true in most cases.

The signals that a person is nervous before a speech are hardly recognizable and it is important to remember that.

Confidence is key in any speech as it allows the public speaker to have complete control over their presentation and, ultimately, their audience.

One major way to get over the uneasiness before a speech for many public speakers is absolute preparation. Maybe even a little extra practice.

How important is the presentation to you? Should you practice before family and friends? It is very important to be as prepared as you can before the presentation.

When you feel prepared, including knowing what types of gestures you will use and more, a certain level of confidence takes over once you get "settled in" with the audience. Before many public speakers' presentations, especially during the first days of the speeches, imaginations can run rampant if allowed to.



This is one problem a lot of individuals have just before a speech. Many people are afraid something terrible is going to happen during their speech in front of all those people. Like what?

Ever noticed how relieved you are when the speech is over and you walk off? Have you ever thought about what your thoughts following that sense of relief was? In many cases, the next thought after “whew! I did it! It’s over!!” is “oh but I could have done the last part a little better.”

You are suddenly back in control! The only problem now is that the speech is already over and done with.

See how much confidence you had following the speech? Overcoming the fears, usually in our own imaginations, of public speaking is very achievable. It just takes a lot of practice and discipline in order to keep the thoughts that draw us away from our own confidence and potential out of our heads completely so that we can focus on the important task at hand.

And that is connecting with our audience and relaying our message with confidence and passion.

PUBLIC SPEAKING TIPS

Did you know that, according to recent surveys, more people fear public speaking than that of their own death? That’s right! Public speaking has become, and has always been, a very important and powerful tool used by everyone during some point in their lives in order to convey an important point or to succeed in their own business. In any case, we have provided some of our top public speaking tips in order to help assist you in achieving your most ambitious public speaking goals.

Public speaking is about connecting with your audience. In order to connect, the public speaker must not avoid making eye contact.



Eye contact with your audience is very important in public speaking as it provides the audience with a sense of bonding with the speaker. This comes as a major benefit as it helps you, as the speaker; relax through simply focusing in on ONE person at a time rather than trying to focus on the entire room which in many cases can lead to distraction and nervousness.

How about the volume of your voice and your inflection? These two items are ideal in any person's speech as they create a sense of passion in your voice and passion, believe me, catches on quick!

Try to change the tone of your voice in order to keep the speech from becoming monotonous and boring. Get the individuals passionate and believing in what you are trying to tell them.

Another thing to remember is the usage of your arms and hands through gesturing during your speech.

Gesturing can have some amazing impact in public speaking as it really helps emphasize a public speaker's point. Consider gestures as another style for your font such as "underlining" certain phrases in your speech.

Now these are some of the major skills a great public speaker will always be aware of, even practicing these gestures, inflection & volume, as well as eye contact, but how about other items that can be added into your presentation such as stories, jokes or humor, as well as visuals? As far as visuals are concerned, it is always very, very important to keep the visuals as simple as possible. There is nothing more frustrating during a presentation than a confusing visual.

Not only can the complicated visual confuse your audience, but it may also cause your audience to become distracted, lost and disinterested. Keep it simple! Everyone loves to laugh, if they tell you any different, in most cases they are only joking!

Why not try to place a relevant funny story inside the speech? One great way to open a speech is always with a great story that helps capture the audience's attention, even create a connection.

Of course it is always best to know your audience before daring a joke, so why not a little story about yourself that can be related to the overall theme?

There are many ways to help improve your public speaking skills and we recommend checking out our other pages for more tips through the many links we have provided throughout our website.