

# Public Speaking Basics

## ① Know your audience.

Who are they? What do they need and want to know?

## ② Accept that you're nervous.

It's normal. Use pauses to calm and center yourself. Speak a little slower, and have notes in case you forget.

## ③ Use your voice to keep listeners engaged.

You have a range from soft to strong, quiet to loud(er), serious to lighthearted - use it.

- *Speak clearly, and loud enough so everyone can hear you.*
- *Be positive - talk about what to do rather than what not to do.*
- *Use common words and short, active sentences. Speak like you do in conversation.*
- *Use slang, jargon and acronyms only when you're sure everyone understands.*
- *Talk to the audience, not your slides.*
- *Glance at your notes if necessary, but avoid reading.*

## ④ Relax, slow down, and pause.

Speak slowly and allow time for people to digest what you're saying. When you make an important point, pause to let it sink in. If you forget what to say just pause and gather your thoughts; most people won't even notice.

## 5 Move with purpose.

Use body language and gestures for emphasis. Walk around if appropriate, but don't pace. When standing, balance your weight and bend your knees just a little.

- *Watch your audience's body language for interest, comprehension and engagement. Adjust your presentation if they look bored or confused.*

## 6 Practice, practice, practice.

Practice silently or out loud. Use a mirror or record yourself. Go through the whole speech 10 times. If you don't have enough time for that, list your main points, in order.

## 7 Give.

We get nervous when our ego says it's all about us, so focus on giving rather than receiving. What are you giving your audience?

## 8 Understand that your audience wants you to succeed.

Research shows that audiences want you to be interesting, stimulating and entertaining - they're rooting for you!

# Be yourself, be brief, and be clear.

 Please refer to **Creating Great Speeches & Presentations** for practical tips on how to create great speeches and presentations.



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