

Public Speaking Tips

**“Speak about something
you have earned the right to talk about
through experience and study.”**

Dale Carnegie

1. Know your material.
2. Outline (introduction, body, conclusion).
3. Practice, Practice, Practice

Things to know or do:

<u>Before</u>	<u>During</u>
Find your bad habits by asking others – fix them	Don't read speech or slide Visual only if all can see
Make talk personal.	Relax!!! Take deep breath. The audience wants and expects you to be good.
Find catchy words or phrases to start or spice up speech.	No voice? – try chewing an aspirin, hard candy, water
Have presentation pack (candy, water, pen, paper, business cards)	Use hand and facial gestures. Hands out of control (hold something – speech)
Know your audience – dress and act appropriate (pre-contact)	Don't apologize
Use different learning methods to cover information: Verbal for hearing, Visual to see, and Tactile to touch or do. (gets all learning methods)	Play on previous speaker

2.a

Know and use appropriate audience different needs. (Adults or kids, beekeepers or public) Adjust to fit them not you	Can they hear you? check
	Tell audience when they can ask questions
Research and learn your material.	Pause to allow audience to think
Have extra information -just in case. Old fashioned way of just talking and showing items. Extra flash drive.	Smile – you sound better
Test equipment before presentation. Mic can be very different - hold one close the next keep away. If all fails have a backup.	be part of the audience Look at audience (pick people around room to help)
Have notebook with speech outline (cards like to fall) (electronics can die)	Move some but not too much
Handouts are key to some learners. Physical items to others. Pass something around.	
Repeat at least 3 times the important information. (better if you can use all 3 learning methods)	Keep on topic and time limit. Watch time – if too fast add, too slow cut
1/3 of any audience is not listening at all times.	Say thank you

You should be getting just as much as the audience is

HAVE FUN!

Power Point presentations: Keep it simple. Limit eye candy and words. Use plenty of pictures and key words. Less movement. Think of key eye movement and key catching items.

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People read faster than speakers. Use fade in information as you speak about that item.