

Public Speaking Tips

When you are speaking to a small group of people or larger audience, you want to be sure your speech is memorable and enjoyable. Following are some tips to help you prepare and deliver the successful speech:

- 1. Know your material or prepared:** Research well and know about a topic lot. Your audience is giving you their time, so rehearse enough to become confident then you will leave a good impression.
- 2. Start strong:** Begin your speech with a powerful opening that will take your audience's attention, such as a surprising fact or statistic or interesting phrase. Use humor, and conversational language to make your speech engaging.
- 3. Use flash card method:** Avoid reading your speech word for word. Instead, use notes or points format.
- 4. Speak with passion:** If you have understood the topic well then you will able to keep your audience's attention.
- 5. Maintain sincere eye contact:** Use your eye contact to make everyone in your audience feel involved.
- 6. Practice makes perfect:** Rehearse your speech aloud. Rehearse as often as you can.
- 7. Time yourself:** Time your speech every time you rehearse it, to ensure you don't go over the time limit.
- 8. Pace yourself:** People tend to rush when they are nervous, so practice keeping your speech at a calm, steady pace.
- 9. Arrive early:** Give yourself enough time to get comfortable.
- 10. Relax:** Take a deep breathe and stretch before taking the stage.
- 11. Visualize your success.** Imagine yourself giving your speech, your voice is loud, clear and confident, it will boost your confidence.
- 12. Eliminate words as:** Using "umms" and "ahhhs" in your speech, it will distract your message.
- 13. Be patient:** Becoming a great speaker will not just happen overnight. Keep practicing and you will reach your goals.
- 14. Smile and introduce yourself:** Let the audience know who you are and why you should be speaking about this topic
- 15. Practice, practice and practice**