Tips for Public Speaking

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Matter - What you say $\stackrel{\wedge}{\Longrightarrow}$

- ☆ . Decide the purpose of your speech. Is it to: inform, persuade, arouse $\stackrel{\wedge}{\Rightarrow}$ sympathy, increase understanding, heighten awareness, change an opinion $\stackrel{\wedge}{\Longrightarrow}$ or simply to present a point of view?
 - Your speech should have a beginning, middle and an end
- Don't overdo the good mornings ☆・
 - Start strong

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- Use emotive or visual language to engage the audience
- $\stackrel{\star}{\sim}$ Talk about ideas or topics that your audience can relate to
 - Be aware of the time limits
 - Avoid listing a series of examples
- Humour can be wonderful in a speech but don't put it in just for the sake $\stackrel{\wedge}{\Rightarrow}$ $\stackrel{\wedge}{\square}$
- End strong never end with "Thank you for listening to my speech..." or $\stackrel{\wedge}{\square}$ "That is the end of my speech..." $\stackrel{\wedge}{\Box}$

★ Manner - How you say it $\stackrel{\wedge}{\Longrightarrow}$

- ★ Make eye contact with your audience don't read your speech
- $\stackrel{ riangle}{\sim}$ Speak clearly and slowly with appropriate pauses
 - Speak loudly enough for the entire audience to hear
 - Stand tall and be confident
 - Avoid distracting mannerisms (swaying, touching hair etc)
- Any hand or facial gestures should be natural and appropriate ☆ •

ractice, Practice, Practice

Know your speech!

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- Present your speech regularly to practice (to your family, your animals ☆ • even to yourself in the mirror) $\stackrel{\wedge}{\sim}$
- ★ Time yourself as you present your speech
 - Ask family and friends for advice
- ☆. Record or video tape your speech and watch it back to pick up any areas $\stackrel{\wedge}{\Longrightarrow}$ for improvement $\stackrel{\wedge}{\Longrightarrow}$