

## General Tips for Public Speaking

1. Arrive early to your event, so that you can set up any equipment or handouts that you are using and learn how the microphone works. Getting used to the space will allow you to relax. It is also important to use this time to meet some of the people you will be speaking to and glean information. It will both allow you feel more at ease and it will allow you to make the talk more specific to that group.
2. You may make mistakes, but don't let it get you down! No one but you knows that you had three points to make, not just two. Remember that you will know much more about your topic than most of the audience and often they will not even realize when you've made a mistake.
3. Be yourself. You'll feel more comfortable if you share your personality and perspective with the audience. They will respond to your sincerity.
4. Your talk is more than what you say. It's how you say it, and what your body reveals about your feelings about the topic. Consider practicing your delivery to a chair and in front of a mirror. This may give you ideas about how to emphasize important points in your speech or to minimize fidgeting or other habits that can distract from your message.
5. Your audience will begin forming its impression of you from the moment they realize that you are there to speak to them. Carry yourself the way you want to be perceived, even before you begin to speak.
6. You have a right to be comfortable as you speak and have every possible opportunity for the audience to absorb your message. Don't be afraid to adjust microphones or other equipment for your comfort, or to have blinds or doors closed, etc., if it will enhance your effectiveness.
7. Speak as clearly as possible.
8. Make eye contact with one person at a time and move around the room to include everyone in the remarks you are making. Large audiences may intimidate even the most experienced speakers. It is natural to feel nervousness. Use the skills you learn in training to manage the nervous energy so does not detract from your message.